

District Conference Reimbursements

Travel Reimbursement

National reimburses travel expenses up to **two** (2) representatives per Section if those individuals travel a distance greater than 100 miles one way from their Section's home city to the site of the District Conference.

The amount shall be the city-to-city mileage as given in published atlases or road maps at the current IRS mileage allowance or airfare, whichever is less. **Host Sections are not eligible for any mileage reimbursement.**

Travel reimbursement will be paid to participants attending District Conference Meetings held in Alaska, Hawaii, Canada and Mexico. This reimbursement would not exceed:

- A. Actual travel costs.
- B. The average of the five past years of total travel reimbursement for District Conference attendance.

Travel reimbursement forms must be completed, signed by the District Director, and returned to the Membership Department for reimbursement. Customer copy of airline ticket must be attached if travel was made by air.

Host Section Reimbursement

The District Conference attendance rebate for Host Sections is as follows:

District Conferences with less than 17 attendees will be reimbursed at a base rate of up to, but not to exceed, \$250 plus \$10 per attendee. District Conferences with 17 or more attendees will be reimbursed up to, but not to exceed, \$25 per attendee.

If expenses are paid by the host Section or District Director, a receipt(s) must be submitted to the Membership Department for reimbursement.

Section Representative Rebate

All Sections receive a Section Representative rebate of \$50 for the first representative, \$25 for the second, and \$25 for the third, not to exceed \$100 per Section. This reimbursement will appear on the Section's Annual Rebate check (mailed first week in September).

If you have any questions, please contact Rhenda Mayo at (800)-443-9353 x 260 or rhenda@aws.org.