2020 District Conference Reimbursements

Travel Reimbursement

National reimburses travel expenses for up to two (2) representatives per Section, who travel separately, from their Section’s home city to the site of the District Conference. Host Sections are eligible for mileage reimbursement.

The following policy will be strictly enforced. The amount shall be the city-to-city mileage as given in published atlases or roadmaps at the current IRS mileage allowance or airfare, whichever is less. The 2020 IRS mileage allowance is $.575 cents per mile.

Your Staff Rep will have Travel Reimbursement forms which must be completed, signed by the District Director, and returned to the Membership Department for reimbursement. Customer copy of airline ticket must be attached for air travel.

Host Section Reimbursement

The Host Section will be reimbursed by National up to, but not to exceed $1,500* for actual expenses (breakfast, lunch, and/or dinner for Conference attendees, Conference meeting room fee, if applicable.)

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

*Note, the Host Section Reimbursement amount was increased from $900 to $1,500 as of January 1, 2019.

Section Representative Rebate

All Sections receive a Section Representative rebate of $100 for the first representative, $50 for the second, and $50 for the third, not to exceed $200 per Section. This reimbursement will appear on the Section’s Annual Rebate check mailed the first week in September.

If you have any questions, please contact Nici Banks at (800)-443-9353 x 270 or nbanks@aws.org.