

## Proposed GCEA Policy for GCEA Delegates to the MSEA Convention and Representative Assembly

### 1. Attendance

Delegates are responsible for attending all business meetings scheduled for the Representative Assembly and any caucuses that the President feel are necessary to make informed decisions during the business meetings.

Delegates are encouraged to attend hearings of MSEA standing committees.

### 2. Reimbursement of Expenses

Delegates will receive a stipend in the amount of \$500 to cover expenses related to participating in the MSEA Representative Assembly and Convention events. Delegates will be responsible for completing the MSEA Delegate Expense Voucher and for providing receipts where applicable. Failure to provide any required documentation of expenses will result in the delegate receiving the IRS 1099 form from GCEA which the delegate will then be responsible for reporting as income on his/her taxes.

Acceptable expense categories are as follows:

Travel- up to \$150. No receipts required.

Lodging- \$150. Receipts required if delegate does not stay at the GCEA booked hotel. This amount will be deducted from the stipend if the delegate chooses to stay in the hotel booked and paid for directly by GCEA.

Meals- \$65 per day. Receipts required for any meal over \$10.

Vouchers and receipts should be returned to GCEA not later than the Governing Board meeting immediately following the Representative Assembly.

## GCEA Expense Voucher for Delegates to the MSEA Convention

Date	Breakfast (Receipt required if over \$10)	Lunch (Receipt required if over \$10)	Dinner (Receipt required if over \$10)	Misc. (Receipt required if over \$10)	Lodging (Not required if rooming in GCEA booked Hotel)
Totals					

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Delegate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Manager Initials

\_\_\_\_\_  
Treasurer's Initials