



# Antioch Education Association *United for Students*



## Conference Attendance Application

Name \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_ Teaching level \_\_\_\_\_

City & Zip \_\_\_\_\_ Home phone \_\_\_\_\_

Title of Conference \_\_\_\_\_

Date(s) of conference \_\_\_\_\_

Conference location \_\_\_\_\_

Requesting registration money from AEA? \_\_\_\_\_ Cost \_\_\_\_\_

Estimate of other expenses: \_\_\_\_\_

\_\_\_\_\_

If approved, you are responsible to pay your expenses and AEA will reimburse you after your conference attendance. You must provide receipts to be reimbursed. Please use the AEA reimbursement form (available online).

Reason for attending this conference:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you need a release from school? \_\_\_\_\_ What date(s)? \_\_\_\_\_

If AEA approves your attendance at this conference, please plan to present a short verbal, or printed report about the conference to AEA's Representative Council or the AEA Executive Board members.

This application must be returned to the AEA office by pony or email, at least three (3) weeks before the requested conference is to be held.

2516 Verne Roberts Circle, Unit H-5 · Antioch, CA 94509

Phone: (925) 754-0300 · Text: (925) 565-1710

[AEAPresident@sbcglobal.net](mailto:AEAPresident@sbcglobal.net)

[www.antiochteachers.org](http://www.antiochteachers.org)





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### VII. EXPENSES –REIMBURSEMENT

- A. Reimbursement will be made for previously approved expenses for conferences:
1. Automobile Mileage: Car (driver only) – Driver must state mileage on which reimbursement is calculated. Mileage paid from Antioch to destination or home to district, whichever is less. Include mileage printout (i.e., Map Quest.) A receipt is not required. Mileage will be paid at the current IRS/CTA mileage rate.
  2. Airline- AEA will reimburse standard coach fare based on (7) seven-day advance booking whenever possible.
  3. Meals – AEA will reimburse within the current CTA allowance per day. Reimbursement shall not be made for alcoholic beverages.
  4. Lodging at CTA rate for CTA suggested locations.
  5. Documented Registration and materials – paid by AEA.
  6. Reimbursement for preapproved conferences will be paid after the conference and after receipt of the completed AEA Reimbursement Form available on the AEA Website or from the AEA Office. Anyone who has prepaid for any conference expenses, airline tickets, etc., but does not attend the conference will not be reimbursed for any expenses.
  7. Request for Substitutes: With prior approval, AEA will reimburse for substitutes for conferences that are during the workday. For conferences that start after school hours, AEA will reimburse for substitutes according to the following guidelines: If the conference is less than 51 miles from your school site, AEA will not pay for a substitute. If the conference is 51-100 miles from your school site, AEA will pay for a ½ (half) day substitute. If the conference is more than 100 miles from your school site, AEA will pay for a full day substitute.

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