VETA Standing Rules
2020/2021

A. Conferences
Conferences will be authorized as follows:

1. Executive Board and Negotiators may attend any CTA conference
2. Representatives—may attend Fall Leadership and Good Teaching Conference (South), meals and mileage will be determined by the Executive Board and announced at the time of registration.
3. State Council representatives will attend State Council meetings, or alternate, if needed.
4. Committee Chairs may attend appropriate conferences.
5. NEA/RA elected Representatives will attend the NEA/RA conference
   a. Option 1:
      VETA will advance the money for the conference for airfare, hotel, travel expenses and food. The member will give a Good Faith Check for the entire amount advanced by VETA. Receipts are to be turned in by the date listed in the registration packet. **If receipts are not turned in the Good Faith Check will be deposited.** (See D.6.a)
   b. Option 2:
      Attendee pays for everything; save receipts; submit for reimbursements.

6. Good Teaching Conference
Members may attend Good Teaching, as determined by a lottery established each year, pending allocation of funds. Mileage and meals for this event will be determined by the Executive Board and announced at time of registration.

7. Additional conferences not listed above will be at the discretion of the Executive Board. Please see the vetaonline.org website for the form to complete.

8. Registration and Good Faith Check
All members will register and pay for the conference and hotel. They will submit a reimbursement form, with all receipts, to the treasurer.

Revised May 21, 2020
It is the member’s responsibility to make all cancellations, per CTA cancellation guidelines, with CTA and any hotel. Any additional expenses, (late registration fees for the hotel or conference) will not be reimbursed.

If a member has a financial hardship, and would like to attend a conference, they will need to contact the Executive Board treasurer. The member will need to submit a good faith check for the amount of the conference and one-night’s lodging; the treasurer will make arrangements for the registration and hotel.

B. Retiree Gifts
All VETA Retirees will receive $100 at the VESD school board meeting to honor retirees.

C. VETA Scholarships
Scholarships will be available to VETA active members’ children. A total allocation of $9,500 will be divided among applicants and no applicant will receive more than $300.

D. Reimbursement
The rules governing control for necessary expenses for members on Association business as authorized by the VETA Executive Board are as follows:

1. Travel
   a. Plane – actual, most economical coach fare (attach receipt)
   b. Train or bus – actual fare (attach receipt)
   c. Taxi – actual fare plus 10% tip (attach receipt)
   d. Auto –
      i. Standard IRS business mileage rate
      ii. Mileage reimbursement will be calculated using the safest highway route
      iii. Rental car reimbursement will not be paid if mileage is declared
      iv. Toll roads and bridges will be reimbursed at actual cost
      v. Parking will be reimbursed at hotel and airport (excluding valet parking)

2. Lodging

Revised May 21, 2020
a. Executive Board and State Council Representatives will be reimbursed for a single room per night when on VETA business.

b. Representative Council members attending the Fall Leadership Conference and Good Teaching will be reimbursed for single occupancy rooms.

c. Elected Representatives to NEA/RA will be reimbursed for single occupancy rooms.

d. Good Teaching and other CTA/NEA conferences: members will be reimbursed half the cost of a double occupancy room. Those wishing a single room must pay the difference except for extenuating circumstances approved in advance by the Executive Board.

e. If travel by auto results in an extra night hotel room, such charge is not reimbursable unless travel requires more than 8 hours and is deemed appropriate by the Executive Board.

f. A maximum of $7 per night for portage and housekeeping gratuity will be reimbursed.

g. Personal charges such as laundry, telephone calls, snacks, entertainment, etc. will not be reimbursed.

3. Meals
   a. Reimbursement is not allowed when a meal is provided by Local, Regional Resource Center, Service Center Council, CTA or NEA
   b. Actual amounts paid including tax and tip are not to exceed CTA amount. ($85.00 per day.)
   c. Maximum of 18% tip is allowed for reimbursement.
   d. Receipts are required for all meal reimbursements.

4. Other Reimbursements – Executive Board
   a. Executive Board Member – Cost of mobile wireless access
   b. Executive Board and Lead Negotiator - $50 per month phone reimbursement
   c. Mileage at IRS rate for travel on behalf of VETA
   d. Hotel internet connection

5. Other Reimbursements – VETA Representatives
   a. As designated and determined by the Executive Board and Representative Council.
   b. Deadline for Filing Expense Reimbursements

Revised May 21, 2020
i. All expenses must be filed within thirty (30) days in which the expenses were incurred.

ii. An additional thirty day period may be granted by the Executive Board for extenuating circumstances set forth in an attached letter given to the Executive Board within the first thirty day period.

6. Accounting for Advances
   a. All advances must be accounted for within thirty (30) days at the end of the event utilizing the member expense reimbursement form in which the advance amount is deducted from the reimbursement amount. Unused advance amounts must be included with the expense reimbursement.

E. Appeals/Disputes/Exceptions
   1. Members may, on a timely basis, appeal any dispute or exception of an expense reimbursement to the Executive Board. The Executive Board will make their determination on the appeal at the next regularly scheduled Board meeting.

Revised May 21, 2020