

Christian Education Association

Reimbursement of Expenses

Experience has shown us that our speakers and other program leaders really try and keep costs down every year at our conference. Since we are a non-profit, volunteer run organization, and often do not have much money left over after conferences, this has been wonderful.

For the sake of clarity and uniformity, we want to inform you of some guidelines that will make it easier and quicker for you to be reimbursed for your expenses.

1. Please pay for your expenses (a credit card is a good way), and we will reimburse you later.
2. We will reimburse actual expenses incurred for transportation to and from the conference venue (air and ground). We ask that you diligently search for the cheapest airfare and ground transportation. The internet seems to provide the best airfares. Here are some examples of internet sites that provide lower airfares: www.orbitz.com, www.expedia.com, www.travelocity.com, www.cheaptickets.com. You should also check the airline website - sometimes they can match or even beat other internet fares (e.g. www.aa.com, www.delta.com, www.continental.com). Of course Southwest Airlines is a good option (www.southwest.com).
3. We will reimburse your meal expenses while traveling to and from the conference, and during the conference. Exceptions are for meals provided by the CEA during the conference (e.g. banquet).
4. To receive your reimbursement, please provide receipts (not credit card receipts, but the actual receipts from the restaurants, itinerary from the airline, etc.) to the Program Coordinator (Mike Gravois) or the Treasurer (David Kasselmann).
5. You are responsible for getting all your receipts to us. Because every speaker or conference leader has different expenses, we cannot keep track of every expense you should claim. Please turn in your receipts before, during, or soon after, the conference.

What about hotel rooms? We will provide a hotel room (at the hotel the conference is held at) for speakers who need one. You will not have to first pay for your room and then get reimbursed.

What about donating my service? Some speakers and program leaders decide to donate some or all of their services to the CEA. We have budgeted for your expenses and do not expect this, but are very appreciative. Please let us know if you **do not** want reimbursements or honorariums.

Can I get a tax deduction for my donated services? According to IRS publication 526, the value of any time or services donated is **not** tax deductible. However, you **can** deduct expenses that the CEA do not reimburse you for. I recommend you go to www.irs.gov and check out Publication 526.

We hope this is helpful to you as you make your arrangements.

Thank you,

David Kasselmann
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