



2022-23 WAYNE RESA POLICY FOR SPONSORED CONFERENCE PARTICIPATION

1. Approval for conference attendance is jointly decided by Wayne RESA and the WCPAC Executive Board.
2. Please note: Your attendance at regularly scheduled WCPAC meetings is a major factor in determining your eligibility for attending conferences.
3. Please remember you are attending as a representative of the WCPAC, so it is important that you conduct yourself in a professional and responsible manner.
4. It is expected that you will attend all sessions at the conference, as outlined in the conference agenda.
5. In addition, upon your return, it is expected that you will provide, at the next WCPAC meeting, a complete summary of the information and knowledge gained from your participation.
6. In most cases, a WCPAC member is allowed to attend one conference per year (September to September). However, in certain instances, a member may be approved for a second conference.
7. As per the Wayne RESA Board policy, a maximum limit of \$50.00 per day for breakfast, lunch, and dinner is allowed. Meal amounts will be pro-rated for partial days at a conference. Alcoholic beverages are not allowed.
8. If a meal or meals are included in the conference registration, then reimbursement will not be provided for those covered meals.
9. Itemized receipts for the meals are required. Credit card receipts are not sufficient without a detailed receipt.

NOTE: If you purchase alcoholic beverages, they must be on a separate receipt that is NOT submitted to RESA. No alcoholic beverages can be on the meal reimbursement receipt submitted to RESA, even if the alcoholic beverage cost is crossed off.

10. Conference registration and fee payment must be done by Wayne RESA, unless prior arrangements have been made.
11. Mileage for driving to the conference and back is payable at the current IRS rate per mile. Mileage will be calculated on a round trip basis from the starting address to the conference by the use of Mapquest or similar. (Only the RESA sponsored driver will be reimbursed if a shared ride is arranged).
12. If required, parking fees will be covered. Valet parking will only be covered for those with a physical disability.
13. Motel/Hotel reservations must be made by RESA unless prior approval has been given for the person to make his/her own arrangement.
14. Detailed receipts are required for all reimbursement.
PLEASE NOTE! As of June 2020, RESA requires each WCPAC member to complete an ACH form and W9 to be reimbursed.
15. Any reservations must be canceled as soon as possible if you are unable to attend. Failure to notify Wayne RESA of the need to cancel a workshop and/or hotel will result in the WCPAC Member not being approved for further conferences.