

STATE DELEGATE STIPEND INFORMATION

State delegates, retired delegates and student delegates will receive a check in the amount of \$1,288 the first week in June. Upon completion of the requirements for receiving state monies, a check in the amount of \$322 will be given out at the passing of the NEA Program and Budget on the last day of the RA.

Information on completing your **state** (state, student, retired) delegate KEA voucher upon returning from the Representative Assembly:

1. No personal items are expendable.
2. No alcoholic beverages are expendable.
3. NEA Fund for Children and Public Education contributions are not expendable.
4. Hotel rooms and airfare will take quite a bit of your stipend. Start with the biggest expenses first. Parking at the airport may be included, as can mileage to and from the airport.
5. Meals with detailed receipts are expendable. The receipt with only a tax, tip and total is not an acceptable receipt and will not count towards your total.
6. Taxi cabs to dinner are allowable. The cab driver can give you a receipt.
7. August 18, 2018 is the deadline for submitting your NEA voucher. Please address those vouchers to:

Kentucky Education Association
c/o Anne Marie Riddell
401 Capital Avenue
Frankfort, KY 40601

8. Vouchers are easy to fill out if you just take them day by day. A few envelopes in your suitcase will help organize your receipts.
9. If KEA has to issue you a 1099 because of your failure to complete a voucher correctly, it is taxable income and must be reported when you file your income tax return.
10. Upon completion of your voucher, if you do not have documentation for \$1,610 please issue a check payable to KEA for the difference.
11. Keep a copy of your voucher and your receipts, both for your records and in the event your information gets lost in the mail.

KEA Policy Manual:

X – BUSINESS MANAGEMENT

10.1 Procedures

2. Meals

- a. Reimbursement: Meals shall be reimbursed at actual expense including tax and gratuities. Original itemized receipts are required for all amounts. Reimbursement for food will be limited to a total of \$60 per person per day. Alcohol is not eligible for reimbursement. Information provided on receipts should comply with IRS guidelines.
- b. Exception: Except under extraordinary circumstances, no reimbursement for meals shall be approved if KEA provides food for the event.