

## **Policy on reimbursement of costs to attend TASPAA Award luncheon in December at the Annual TASPAA/TAAE Conference**

For the purpose of this policy, Guest is defined as (in priority order) parents, a spouse/partner, a fiancée, or a professor.

TAAE will pay the following stipend for an award winner to attend the TASPAA Award luncheon.

50 cents per mile (or current State of Texas rate) if driving, or airfare, up to a maximum of \$200 \*\*

TAAE will also cover the cost of the luncheon for the recipient and two guests (determined by the recipient). Additional guests will be required to pay a \$25 fee prior to attending.

TAAE does not reimburse recipient or guests for hotel stay.

If the recipient's guests attend, they can only receive travel reimbursement up to the amount which would be the following: \$200 – the cost of recipient's travel allowance \*\*\*

TAAE will only reimburse one guest for travel. For example if both parents and a professor attend, the parents only are eligible for reimbursement of travel costs (higher priority). If a professor and a fiancée attend, then only the fiancée would be eligible for travel reimbursement. If two professors attend and no one else, recipient would designate which professor would get the reimbursement.

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\*\*Example: Recipient lived 100 miles away and drove to the conference. Travel stipend would be \$100.

\*\*\*If guest drove 180 miles to attend, guest would receive \$100, since the recipient had already used \$100 of the \$200 maximum. If guest drove 50 miles to attend, guest would receive \$50.

If all 3 winners used the maximum amount, the cost to TAAE would be \$600 + cost of meals.

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