

Assembly Reimbursement Guidelines for Group Representative

Registration:

- ✓ Groups will pay for registration; currently \$15.00.

Hotel:

- ✓ Groups will pay for 1/2 of total room cost up to \$113 per room (double occupancy), 2 nights max. Any member staying alone will be required to pay 1/2 of the room cost before the end of the meeting. You must use a credit card for your incidentals.

Food:

- ✓ \$10 per breakfast (2), \$15 per lunch (1) and \$20 per dinner (2).
Maximum Food allowance is \$75.

Gas and Tolls:

- ✓ Groups will reimburse actual cost of gas (round trip) and tolls. Please consider ridesharing to save on these costs. You may figure this out as you see fit.
- **If you stay at a hotel other than the host hotel you will be reimbursed to a maximum of \$113 total per night, double occupancy.