

(For publication in all future MSEA RA election applications.)

**TABCO Members Running for Election to the 2022 MSEA RA
in Ocean City MD (currently), October 21-22, 2022**

If elected to attend the Maryland State Education Association Annual Meeting and Representative Assembly, I am aware of and agree to the following conditions for my funding by the Teachers Association of Baltimore County, Maryland, Inc.:

- I will receive reimbursement from the association upon receipt of documentation showing I have met all requirements set by the TABCO Board of Directors. I agree to check-in at the beginning of each TABCO caucus meeting and business meeting of MSEA. My failure to do so will result in a decrease in the reimbursement I receive from the association. The reimbursement forms and all required receipts are due to TABCO no later than the 15th day of November of the current year.
- I will have to keep and send receipts for transportation (i.e., fuel and tolls) and lodging. Funding for lodging will be based upon double occupancy for the cost of a room at the TABCO convention hotel for two nights for TABCO Delegates and three nights for members of the TABCO Board of Directors and officers. The room rate will be the cost negotiated by the Executive Director of TABCO, not the current or any posted cost of the room available to the public.
- THE FOLLOWING IS A CHANGE FROM PAST MSEA RA MEETINGS: Delegates will pay for their room when they check-in / check-out and send receipts for reimbursement. We will no longer Master Bill rooms for delegates. Once elected, delegates will receive a list of TABCO members who have been elected for the MSEA RA to help in selecting a roommate to share rooming costs. Arrangements for roommates will be the responsibility of each delegate. Delegates who wish to have a single room or choose a roommate who is not a TABCO delegate will handle the added cost. Elected members will also receive information about reserving a room from a block of rooms arranged by TABCO. This information will include the rate per night, the deadline for reserving a room with the hotel and the deadline for cancelling a room if plans change.**
- Funding for meals and incidentals will be decided using the current IRS standards for the current fiscal year in Ocean City, Maryland. Receipts are not needed for meals and incidentals. If I choose to send receipts, I am aware that I will be reimbursed for the actual cost shown on the receipt not to exceed the IRS per diem rate.
- If the MSEA RA moves to a virtual format, delegates may opt out of attending. Delegates who do attend will receive a daily stipend for each day, to be set at the current IRS Per Diem rate for Baltimore County, Maryland.

I have read and understand the conditions for reimbursement of the allowed MSEA RA expenses, as stated above.

Signature

Date