

ATPE Summit Travel Expense Guidelines for Local Units and Regions

The following best practices are designed to help your local unit or region develop its policies for financially supporting local unit and region members' summit attendance.

Recommended Local Unit/Region Reimbursement Structure

The local unit (or region, in the case of at-large delegates) pays the expenses of current voting delegates to attend the annual ATPE Summit as follows:

- One registration fee (in 2024, \$225 per person)
- Two nights of hotel for a minimum of two ATPE members per room at the published host hotel rate

If the local unit or region has more funds available, leaders may wish to consider:

- Providing a meal allowance not to exceed \$15 for breakfast, \$20 for lunch, and \$25 for dinner per person, per day. All meal allowances include tax and gratuity.
- Reimbursing mileage for one vehicle per four members in attendance at the current IRS mileage rate (in 2024, \$0.67/mile).

The local unit or region should **not** be financially responsible for the following:

- Alcohol purchases.
- In-room movies or upgraded Wi-Fi fees.
- Additional add-on ticketed events.
- Baggage fees.

Best Practices for Travel

- Consider a minimum of two people per room. As many as four can be accommodated.
- Carpool to the summit.
- Self-park; do not valet.
- Bring your own drinks and snacks to the hotel.
- If traveling by air, use the coach fare rate and book out at a reasonable time to avoid paying higher rates.
- If traveling by air, consider using a shared ride service to/from the airport. Many airports offer low-cost options. Services like Uber and Lyft are usually available in our host cities. Carpooling with your fellow members while using one of the services is highly encouraged.
- Use airlines that do not charge baggage fees, such as Southwest. If that is not an option, baggage fees should be at the expense of the individual member, not the local unit or region.

FAQs

- **What if one of our members wants to bring their family?** The ATPE Summit often takes place at a family-friendly destination, and it's understandable that members may want to make a vacation out of it. A reasonable request would be to ask the member to pay half of the hotel expenses. The executive committee may also require members to attend the House of Delegates meeting, all general sessions, volunteer training, and professional development sessions to receive financial assistance.
- **What if the member has a medical/health issue and it would be best for them to have their own room?** Situations like this certainly may arise, and it is best to leave this to the discretion of the executive officers.
- **What if the member wants to stay for more than two nights?** Those who must travel more than six hours to reach the destination should generally be allowed an additional night at the hotel paid for by the local unit or region. Unless extenuating circumstances arise, the local unit or region should not pay for an additional night for those traveling less than six hours to the event.