

2024 USTA/Midwest Section Annual Meeting Reimbursement

The following guidelines have been established regarding reimbursement of expenses for the 2024 USTA/Midwest Section Annual Meeting:

Lodging:

All lodging reservations must be made using the USTA/Midwest hotel room reservation link. Attendees missing the deadline or making reservations not using the specified reservation link, resulting in additional room charges, will be reimbursed up to the contracted amount (nothing over).

- All attendees will be reimbursed for a maximum of two nights (Thursday, Friday)
- Room and taxes will be billed directly to the USTA/Midwest Section's master account. However, you will be responsible for paying other incidentals when checking out.

If your stay exceeds the guidelines above, contact Kris Campbell for approval. Additional nights not approved will be charged to your personal credit card.

Other Expenses:

Airfare – If you are flying, please make all reservations through the Concur Travel service. Please see the instructions posted on the Annual Meeting website). Please contact Kylie York at york@midwest.usta.com with any questions.

Mileage – If you are driving, you will be reimbursed at the 2024 IRS rate. Gas is not reimbursed when mileage is expensed. For anyone traveling outside of the Section boundaries, we will reimburse up to what an average flight costs from where you are traveling.

Cab Fare – Cab fare to and from the nearest international airport will be reimbursed. Cab fares to other sites during the weekend will not be reimbursed.

Parking – Self-Parking will be covered on the Midwest Master Bill along with your hotel room. Please make sure the front desk knows you have a parked vehicle so they can add that to our bill, and they can activate your room key. You are welcome to valet park, but there will be a surcharge deducted from your overall expenses when submitted.

Meals – The maximum meal reimbursement per meal will be \$35.00. **No one will be reimbursed for meals when the USTA/Midwest Section is providing a meal.** When a meal includes more than one person, all names should be written on the receipt.

Miscellaneous – No one will be reimbursed for in-room movie rentals, laundry service, health club fees, hair stylist/salon charges, golf fees or spouse's expenses.

Receipts are required in order to be reimbursed for expenses.

Note: You will be able to submit your expenses through the Acumatica website. Using Acumatica will ensure a timelier reimbursement of expenses. The website is midwestusta.acumatica.com.

If you have questions, please call Tami Carnes at (317) 669-0473 or via email at tami@midwest.usta.com. Thank you for your cooperation and have a safe trip.