



**2004 Substantive Law Conference
Los Angeles, CA**

Trainer Reimbursement Policy

NLADA is pleased to continue to support our national partners and financially support up to (5) five trainers per track.

TRACK REIMBURSEMENTS: NLADA will **ONLY** process reimbursements for up to **five (5)** persons per track. The Track Leader is required to designate which five trainers will receive reimbursement. These designates will have their registration waived. All other trainers will be asked to register for the conference. Please note that if the track leader wishes to receive reimbursement for his/her food, lodging, and/or travel, s/he must include himself or herself as one of the five designated trainers. NLADA shall pay each of the five trainers up to \$300 for food and lodging and up to \$300 for air and ground transportation. Food and lodging expenses may be covered by one of these options:

(Option A) NLADA will offer each of the five track designees room on campus for lodging and the meal plan provided on campus.

(Option B) A designated trainer may opt out of the lodging and meal plan offered on campus and make his or her own lodging and food arrangements. Those taking option B will receive the \$300 food and lodging allowance directly in the form of a reimbursement after the conference. Receipts must be provided.

NLADA can cover up to \$300 of the cost for the designated trainers' travel, i.e. airfare and ground transportation. Receipts must be provided.

WORKSHOP TRAINERS: It is **not** the policy of NLADA to pay for the transportation or lodging of trainers who wish to present workshops on various issues at the Substantive Law Conference. However, NLADA may invite certain trainers to this conference and, as a courtesy, reimburse those trainers at the rates listed above for room and board OR transportation.

All requests for reimbursement with attached original receipts must be submitted to Cynthia Works at NLADA no later than 30 days (August 25, 2004) after the last day of the Substantive Law Conference. Any request received after 30 days from the last day of the conference will not be honored.