


When there is a SDEA/NEA event/activity for which either a sleeping room and/or meal reservation(s) have/has been made by SDEA/NEA for a member, the following shall apply:

1. The cancellation policy for any event/meeting will be listed in the registration materials and on the form. If a member gives notification that allows the SDEA/NEA to cancel the reservation(s) without penalty, there shall be no charge to the member.
2. If a member fails to give appropriate notification and the SDEA/NEA has to pay for the room and/or meal(s), the member shall reimburse the SDEA/NEA for the cost of the room and/or meal(s).
3. The Executive Director, in consultation with the SDEA/NEA President, may, on a case-by-case basis waive the required reimbursement for the cost of the room and/or meals(s) due to individual circumstances.
4. SDEA/NEA reserves the right to collect any required reimbursement from any current or future voucher payment owed to the member from whom reimbursement is owed.
5. Any required reimbursement request must be made within one calendar year from the date of the SDEA/NEA event/activity giving rise to the need for reimbursement. Any SDEA/NEA voucher collection of the required reimbursement must occur within one calendar year from the date of the SDEA/NEA event/activity giving rise to the need for reimbursement.
6. The member may appeal the reimbursement of the room and/or meal charges to the SDEA/NEA Executive Committee by notifying the SDEA/NEA President in writing within ten (10) calendar days of receipt of the statement of charges for the room and/or meal(s).
7. The Executive Committee shall hear the appeal within ten (10) calendar days of receipt of the appeal. The hearing may be conducted in person or virtually.
8. The decision of the Executive Committee shall be final.



Loren Paul  
President of the Board

Adopted June 1-2, 2004  
Reviewed October 5, 2007  
Amended February 2-3, 2024