

# 2025 Career Technical Education and Workforce Summer Conference Reimbursement and Travel Letter



Cadence Bank Arena and  
Convention Center  
375 Main St.  
Tupelo, MS 38804

## **2025 Career Technical Education and Workforce Travel Reimbursement Procedures**

### **Guidelines:**

The 2025 Career Technical Education and Workforce Conference (CTE) conference will be held

**August 4-6, 2025** at the Cadence Bank Arena Tupelo, MS

The Mississippi Community College Board will reimburse colleges for workforce and career and technical educator travel expenses related to this conference based on the following guidelines:

1. Colleges will be reimbursed for group travel on a van or bus. Individuals driving personal vehicles will not be reimbursed.
2. If overnight accommodations are required, participants must share double rooms to receive full reimbursement. Participants wishing to stay in a room by him/herself will be responsible for half of the room cost.
3. Please include your tax-exempt letter when sending payments.

Overnight accommodations for two nights (August 4 and 5, 2025) will only be provided for the following colleges:

- Coahoma Community College
- Copiah-Lincoln Community College
- East Central Community College
- East Mississippi Community College (Golden Triangle and Communiversity Campus Only)
- Hinds Community College
- Holmes Community College
- Meridian Community College
- Jones College
- Mississippi Delta Community College
- Mississippi Gulf Coast Community College
- Northwest Mississippi Community College
- Pearl River Community College
- Southwest Mississippi Community College

### **Instructions:**

1. Only Business Office Managers, VP's, Deans or Directors should submit invoices on behalf of the college. Instructors are not permitted to send individual invoices/receipts. Colleges should submit all invoices and accompanying receipts at one time, as one college.
2. Each college is requested to submit a cover letter on college letterhead with a breakdown of each line item and the total dollar amount for each item for reimbursement. The invoice and detailed receipts for each line item should be included with the request.

3. Line items may include: room reimbursements and travel (see guidelines). Meal reimbursements are not allowed.
4. Mileage will be to and from the destination only.

Please note, as in years past, the colleges are responsible for reimbursing individual participants and the MCCB reimburses each college according to the guidelines provided.

Invoices from the colleges should be mailed to:

Mississippi Community College Board

Attn: Dr. LaToya R. Sterling

3825 Ridgewood Rd.

Jackson, MS 39211