

2023

# Summer Conference Reimbursement and Travel Letter



Mississippi Community College Board  
3825 Ridgewood Rd. Jackson, MS  
39211

## **2023 Workforce & CTE Summer Conference Travel Reimbursement Procedures**

### **Guidelines:**

The 2023 Workforce, and Career and Technical Education (CTE) conference will be held **August 2-4, 2023** at the Natchez Convention Center Natchez, Mississippi

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.

Overnight accommodations for two nights (August 2 and 3, 2023) will **only** be provided for the following colleges:

- Coahoma Community College
- Copiah-Lincoln Community College (Wesson and Simpson Co. Campuses only)
- East Central Community College
- East Mississippi Community College
- Hinds Community College
- Holmes Community College
- Itawamba Community College
- Meridian Community College
- Jones College
- Mississippi Delta Community College
- Mississippi Gulf Coast Community College
- Northeast Mississippi 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.

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 need to be mailed to:

Mississippi Community College Board

Attn: Dr. LaToya R. Sterling

3825 Ridgewood Rd.

Jackson, MS 39211