

2026



CAREER AND TECHNICAL EDUCATION AND WORKFORCE CONFERENCE REIMBURSEMENT AND TRAVEL LETTER



Tupelo, MS
July 22-24, 2026

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2026 Career and Technical Education and Workforce Conference Travel Reimbursement Procedures



Guidelines:

The 2026 Career and Technical Education (CTE) and Workforce Conference will be held July 22-24, 2026 at the Cadence Arena and Convention Center Tupelo, MS

The Mississippi Community College Board will reimburse colleges for 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 (July 22-24, 2026) will only be provided for the following colleges:

- Coahoma Community College
- Copiah - Lincoln Community College
- East Central Community College
- East Mississippi Community College **Scooba and Communiversity Only**
 - Hinds Community College
 - Holmes Community College
 - Itawamba Community College
 - Jones College
 - Meridian Community College
- Mississippi Delta Community College
- Mississippi Gulf Coast 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 on 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. Travel is paid from the college and to the conference location.

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.

Colleges must mail all invoices to:

Mississippi Community College Board Attn: Dr. LaToya R. Sterling
3825 Ridgewood Rd.
Jackson, MS 39211

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for more information

www.mccb.edu

