

MACM Policy for Presenter Reimbursement

MACM will reimburse Judicial Branch and State Employees for presentation costs associated with presenting at a MACM sponsored training or conference. The approved expenses, eligible for reimbursement, are as follows:

- 1) Conference fee for the day of the presentation;
- 2) Mileage, at the Minnesota Judicial Branch rate, if presenter is not participating in other conference activities;
- 3) One night stay, if not attending the regular conference;
- 4) Conference meals or Minnesota Judicial Branch per diem meal expenses, if not attending the regular conference;
- 5) Other expenses, as deemed appropriate, and approved in advance of the training or conference by the Education Committee Chair.

It is the policy of MACM that the presenter will work with the MACM Education Chair to identify if expenses should be paid upfront by the presenter or if MACM will pay for such costs as hotel accommodations on behalf of the presenter. All expenses paid upfront by presenters should be submitted for reimbursement within 30 days after the training or conference to the MACM Education Chair.

This policy does not apply to presenters who contract with MACM