



West Sacramento Teachers Association

Membership Conference Information

So you want to attend a CTA Conference???? Here are the steps you need to take for WSTA to reimburse you.

- 1) Fill out [this Google Form](#) to Request from the Exec Board that you can attend an upcoming conference.
 - 2) Immediately email wstaeboard@gmail.com to let us know to check the Google Form for approval.
 - 3) REGISTRATION: Once you receive approval from us, go onto [this CTA Website](#) to choose your conference and register, and WSTA covers the cost.
 - NOTE: When registering, choose the option that allows for your Local to pay the Invoice later for the registration fees. YOU WILL NEED TO FORWARD YOUR EMAIL RECEIPT TO THE TREASURER at wstatreasurer@gmail.com so that the invoice for your registration can be paid.
 - 4) LODGING: If it is an overnight conference that does not include lodging (like the Summer Institute does) and you need a hotel room, WSTA will pay for HALF the cost of a double occupancy hotel room. Meaning, if you and another WSTA member are going to the conference together and want to share a room, then WSTA will pay for the whole thing. BUT, if you are going alone or with a family member, then we will cover only HALF the room cost.
 - NOTE: To be reimbursed, you MUST email the receipt with the cost to the Treasurer at wstatreasurer@gmail.com
 - 5) TRANSPORTATION: For most of our regional conferences, transportation is up to you. We recommend carpooling if you know colleagues also attending. In special circumstances, we sometimes cover travel upon prior approval.
 - 6) MEALS: Meals are not reimbursed when provided by the conference. Please see details in the linked document below for specifics.
- For more details please see the [WSTA Policies on Travel and Reimbursement](#).