

## **2026 USTA Midwest Section Annual Meeting Reimbursement Policy**

The following guidelines have been established regarding reimbursement of expenses for the 2026 USTA Midwest Section Annual Meeting:

### **Lodging:**

**All lodging reservations must be made using the USTA Midwest hotel room reservation link. Attendees missing the deadline or making reservations not using the specified reservation link, resulting in additional room charges, will be reimbursed up to the contracted amount (nothing over).**

- The following groups will be covered for a maximum of three (3) nights: Board of Directors, District Presidents, District Vice Presidents, District Executive Directors, Delegates-at-large, Past Presidents, Nominating Committee, staff
- Everyone else will be covered for a maximum of two (2) nights
- Room and taxes will be billed directly to the USTA Midwest Section's master account, however, you will be responsible for paying other incidentals upon checking out.

**If your stay exceeds the guidelines above, contact Kris Campbell for approval. Additional nights not approved will be charged to your personal credit card.**

### **Other Expenses:**

**Airfare** – If you are flying, please make all reservations through the Concur travel service. Please contact Kris Campbell with any questions [Kris@midwest.usta.com](mailto:Kris@midwest.usta.com).

**Mileage** – If you are driving, you will be reimbursed at the 2026 IRS rate. Gas is not reimbursed when mileage is expensed. For anyone traveling outside of the Section boundaries, we will reimburse up to what an average flight costs from where you are traveling.

**Cab/Ride Share Fare** – Cab fare to and from the nearest international airport will be reimbursed. Cab fares to other locations during the weekend aren't covered unless the ride is needed for an official group meal.

**Parking** – Parking will be reimbursed up to \$42/day.

**Meals** – The maximum meal reimbursement per meal will be \$35.00. No one will be reimbursed for meals when the USTA Midwest Section is providing a meal. When a meal includes more than one person, all names should be written on the receipt.

**Spouse/Guest** - You're welcome to bring a spouse or guest to the meeting. Please note that guests are not eligible for meal or travel reimbursements.

**Miscellaneous** – No one will be reimbursed for in-room movie rentals, laundry service, health club fees, hair stylist/salon charges, golf fees or spouse's expenses.

**Receipts are required in order to be reimbursed for expenses.**

**Note: You will be able to submit your expenses through the Acumatica website.**  
Using Acumatica will ensure a timelier reimbursement of expenses. The website is  
[midwestusta.acumatica.com](http://midwestusta.acumatica.com). If you have questions, please call Tami Carnes at (317) 669-0473 or via email at [tami@midwest.usta.com](mailto:tami@midwest.usta.com).

Thank you for your cooperation and have a safe trip.