

MACM Policy for Judicial Branch Employee Reimbursement

The MACM Education Committee will reimburse certain expenses claimed by a MACM member who is presenting at a MACM conference. The approved expenses, eligible for reimbursement, follow:

- 1) Conference fee for the day of the presentation;
- 2) Mileage for a presenting member who does not participate in other conference activities
- 3) If not attending the regular conference, one night stay will be provided.
- 4) If not attending the regular conference, meals will be provided.
- 5) Other expenses, as deemed appropriate, may be approved by the MACM Education Committee.

It is the policy of MACM that the presenter will pay expenses upfront and submit a request for reimbursement to the MACM treasurer.