

**Conference Advance Contract**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as a member in good standing with JCTA

accept the following advance of funds in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the purpose of expenses related to attending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I understand that I will be responsible for returning all necessary receipts to account for this amount along with a voucher identifying my expenses. I also agree that any unspent amount will be returned to JCTA. The receipt along with any other necessary documents of attendance will be submitted to JCTA within 45 calendar days of the conclusion of the event. Failure on my part to abide by this agreement will result in me being placed in poor financial standing with the organization. As a member in poor financial standing, I would not be permitted to: run for JCTA office or any JCTA delegate seat (NEA RA or KEA DA), receive Association Leave, or travel to another conference utilizing JCTA funding until either the full amount owed to JCTA is paid or the proper procedures have been followed to account for the advance have been completed.

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Signature Date