**Essential Delegates**: Are committee chairs or representatives required to attend to handle the Associations affairs.

Association Essential Delegates shall be comprised of members of the Executive, Sports and Administrative committees, specifically:

* President, Vice President (Workshops, Associations)
* High Performance (Masters T&F, Race Walking, Men’s/Women’s Development, Men’s/Women’s T&F, High Performance)
* LDR (Masters LDR, men’s/Women’s LDR, MUT Council, Cross Country Council)
* Youth (Workshops, Youth)
* Officials (Officials, Rules)
* Law and Legislation (Law & Legislation, Rules)
* Budget and Finance (Finance Committee)
* Coaches Education (Coaches Education, Coaches Advisory, Sports Medicine & Science, U.S. Women’s Track Coaches)

The following expenses will be fully reimbursed by Mid-Atlantic according to the below guidelines:

* Annual meeting on-time registration fee set by National office.
* Travel expenses to include airfare and ground transportation to/from airport/host hotel (if not provided in accommodation package)
* Airfare – economy ticket and luggage fee (if applicable/not provided in accommodation package)
* Hotel – at room rate set by National for the Annual meeting (if not provided in accommodation package)

**Elected Delegates**: Are those who are non-chairperson/representatives of a sports/administrative committee or hold an executive position as described above.

**Requirements for all delegates**:

Delegates MUST be present throughout the closing session as well as attend ALL assigned meetings in order to qualify for reimbursement.

* Elected delegates that are reimbursed by entities outside of MAUSATF must report that reimbursement to the association. The association will then reimburse what was not covered for transportation, housing, and registration up to the Association’s aggregate reimbursement limit.

* As a condition for eligibility for any reimbursement each delegate is responsible for and required to write a report for each assigned meeting they attend. Each report shall reasonably summarize the content of the presentation or discussion with a particular focus on any implications or expectations of regional associations by USATF. Reports will be posted on the website for our membership to read. Reports are due to the secretary by the third Friday in December. Email all reports to secretary@midatlantic.usatf.org.
* All payment voucher, as well as appropriate receipt are due to the Financial Secretary by the third Friday in December: financialsecretary@midatlantic.usatf.org.
* Failure to adhere to the deadline for turning in the payment voucher, receipts, and written reports will lead to the forfeiture of reimbursement rights
* Once all required paperwork has been submitted, your requests will be processed. Expect a 30-day window for payments of all approved requests.

If you have additional questions, please email president@midatlantic.usatf.org