

# Guest Conductor Expense Reimbursement Information

## District\*Region\*All-State Festivals

1. Reimbursement payments should be expected within the 30-day, generally accepted, business timeline. (All expenses should have accompanying receipts attached in order to be reimbursed.)
2. TRAVEL: Plane, economy class ticket no less than one month out (Host or guest conductor can make the arrangements); Airport/hotel shuttle (no taxi reimbursement exceeding shuttle rate); Car @ current IRS rate
3. LODGING: The HOST reserves a room at the nearest reasonable hotel and provides transportation to and from the festival site. A parent driver is suggested. In rare cases if car rental is necessary, economy is rented by the host. It is suggested that the Conductor pays room on departure to avoid payment of incidentals. Reimbursement covers only cost and tax for room.
4. MEALS: The conductor's meals are provided with the students and directors at the host school/facility. Exceptions are breakfasts (if student breakfasts are at a separate location from where the host is staying) and Saturday evening dinner for plane holdovers, well within the standard PMEA Per Diem allowance. Per Diem includes one "set" of meals: a breakfast, lunch and a dinner in any order. Conductors who object to meals at the host school/facility could use the \$30 per diem to eat elsewhere. Host school/facility meals will not count toward the per diem. \*Alcoholic beverages are NOT reimbursed.

### PMEA DOES NOT REIMBURSE

1. Personal phone calls
2. Other hotel and personal incidental, i.e. room service
3. Airport taxi fare
4. Luxury car rental (Car rental, if at all, only in rare situations agreed to in advance)
5. Professional accompanist expenses/honorarium. Student accompanists are generally used. Teachers could serve as accompanists for the more difficult music. In rare cases some districts use professionals – if so, expenses must be clearly identified in advance.
6. Any additional unrelated charges not agreed upon in advance of signing the contract.

### PROCEDURE

The Guest Conductor Expense Reimbursement Information page will be included with the guest conductor contract and will be provided to the conductor by the festival host.

### W-9 FORMS

All guest conductors and any others involved who are paid an honoraria (i.e. accompanist, after hours nurse) **must complete the [IRS Form W-9](#)** and return it to the PMEA Executive Office (56 S. Third St., Hamburg, PA 19526). PMEA will take care of filing the Form 1099 for you, once we receive the W-9. **\*Payment will be held until the completed W-9 is received.**

If you have any questions about form W-9, please contact Abi Young, Executive Director, at 610-562-9757 or 888-919-PMEA (7632) or email: [abiyoung@pmea.net](mailto:abiyoung@pmea.net).