

SCHOLARSHIP POLICY – P3 Basics Overview Training ONLY

Overview

The BATIC Institute will reimburse your costs for attending the P3 Basics Training on July 29th-30th in Los Angeles, CA in accordance with the following provisions.

This reimbursement will cover the following costs:

- Sleeping room at the JW Marriott Los Angeles L.A. LIVE
- Airfare and ground transportation
- Meals reimbursed at the per diem rate

Before booking travel, please read this memo in its entirety, as it reviews in detail what is reimbursable and what is not reimbursable.

BATIC Institute Travel Policy and Allowable Expenses

Air Travel

- Book flights only **after you have received approval** from your state for out of state travel.
- Invited participants are responsible for **booking their own flights**.
- The BATIC Institute will only reimburse **economy fares**.
- Please **make your reservations as far in advance** of the departure date as possible to take advantage of low airfare costs.
- The BATIC Institute **will not reimburse costs that are incurred as a result of unnecessary stopovers, extended stays, or voluntary flight reservation changes**.
- The BATIC Institute **will cover the costs of the first checked bag** for both inbound and outbound flights.
- **Receipts are required for airfare and checked bags.**
- **Flights over \$700 must receive approval prior to booking. Please notify Alex Clegg at aclegg@ashto.org if you anticipate your flight being over \$700.**

Transportation

In addition to airfare, the BATIC Institute will also cover the following miscellaneous travel expenses:

- Ground transportation costs in your home city (home/office to/from airport) and parking at an economy lot at the airport.
- Ground transportation costs in Los Angeles, CA (airport to/from hotel).
- **Receipts for these costs are required.**

Car Travel

- Travel by privately owned car **for trips less than 150 miles** is reimbursed at the GSA mileage rate of \$0.545 /mile.
- For a trip **in excess of 150 miles**, costs associated with the use of privately owned autos will be reimbursed as long as the cost of the automobile expenses claimed in addition to related

subsistence expenses do not exceed the cost of travel by common carrier plus related subsistence expenses.

- Any trip in excess of 150 miles requires prior approval from the BATIC Institute. For approval, please contact Alex Clegg at aclegg@aaashto.org.
- **A map of the distance traveled is required** to receive reimbursement.

Accommodations

- Hotel accommodations will be provided for a one-night stay on Sunday, July 29th at the JW Marriott Los Angeles L.A. LIVE. A limited number of sleeping rooms are available on Saturday, July 28th for any participants needing to fly in on Saturday.

Meals

- You will be reimbursed at the per diem rate (\$64) for up to one full day and up to two travel days at the travel day per diem rate of 75% (\$48). In the event that a meal is provided for you during the event, the meal will be deducted from your per diem.

Non-Reimbursable Items

The BATIC Institute will not reimburse members for the following items:

- Local or long-distance telephone calls and access fees: fax fees, internet and computer access charges
- Laundry charges
- Gratuities to doormen, bellmen, and housekeeping
- Entertainment, health clubs, resort fees
- Alcoholic beverages
- Flight insurance
- In-flight telephone calls

Reimbursement Process

You will have 30 calendar days to submit expense reimbursement requests following the event. Reimbursement request forms should be completed along with original receipts for airfare, rental car, privately owned auto mileage, ground transportation, and parking. **Failure to provide appropriate support receipts will result in the reimbursement being delayed.**

The reimbursement form will be provided during the event and is available by request. Send completed reimbursement form and all necessary receipts to Alex Clegg at aclegg@aaashto.org. Alternatively, you may mail the signed reimbursement form and receipts; and address them to **444 North Capitol St. NW – Suite 249 – Attn: Alex Clegg – Washington, DC 20001. If you email the form and receipts, the BATIC Institute asks that you retain originals in your files.**

If you have any further questions regarding this travel reimbursement guidance, feel free to contact Alex Clegg at aclegg@aaashto.org or 202-624-5815. We will be happy to answer any questions you might have.