

SCHOLARSHIP POLICY – P3 Basics Overview Training and NCSL Legislative Summit

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 additional costs incurred as a result of attending this training, including:

- Sleeping room at the Sheraton Grand Los Angeles
- Meals reimbursed at the per diem rate

Please read this memo in its entirety to ensure that you are reimbursed for all costs incurred, as it reviews in detail what is reimbursable and what is not reimbursable.

BATIC Institute Travel Policy and Allowable Expenses

Accommodations

- Hotel accommodations will be provided for a one-night stay on Sunday, July 29th at the Sheraton Grand Los Angeles. 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/travel day). 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@ashto.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@ashto.org or 202-624-5815. We will be happy to answer any questions you might have.