

SCHOLARSHIP POLICY

Overview

The BATIC Institute will reimburse your costs for attending the P3 training in accordance with the following provisions.

This reimbursement will cover the following costs:

- Conference hotel
- Travel to and from the conference
- Meals and incidental expenses

Please read this memo in its entirety to ensure that you are reimbursed for all costs incurred.

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 flight purchases 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 air travel, the BATIC Institute will also cover the following miscellaneous travel expenses:

- Ground transportation costs for public transportation in home city (home/office to/from airport) or parking at an economy lot at the airport.
- Ground transportation costs for public transportation in Scottsdale, AZ. (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 \$0.54 /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@ashto.org.
- **A map of the distance traveled is required** to receive reimbursement.

Accommodations

- Hotel accommodations will be provided for a one-night stay on Thursday, January 12 at the Fairmont Princess Scottsdale. If you require a second night, a limited number of rooms are available for Friday, January 13. These charges will be billed to the BATIC Institute, thus not requiring reimbursement.

Meals

- You will be reimbursed at the per diem rate (\$59) for up to one full day and up to two travel days at the travel day per diem rate of 75% (\$44.25). **You do not need to provide receipts** to receive reimbursement for meals.

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 air fare, rental car, privately owned auto mileage, ground transportation and parking. **Failure to provide appropriate support receipts will result in the reimbursement being delayed.**

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.