

Women In Government Legislator Travel Scholarship Reimbursement Form 2023

Legislator Scholarship Reimbursement Form: 2023 National Legislative Conference and related events, June 8-10, 2023

The Westin Annapolis, Annapolis, MD

Reimbursement Instructions: Post-Event please submit completed and signed form with all accompanying receipts to:

Maura LaGue, mlague@womeningovernment.org or mail to our offices (see full mailing address in form footer)

Signed and completed form and receipts are due no later than 45 days after the conclusion of the conference, by Tuesday, July 25, 2023.

LEGISLATOR NAME or Reimbursement "Remit To" Name:

COMPLETE REIMBURSEMENT MAILING ADDRESS with street, unit or apt, city and zip code:

BEST PHONE NUMBER in case there are questions:

BEST EMAIL in case there are questions:

TRAVEL EXPENSES

\$ AMOUNT

Airplane or Amtrak fare to BWI/DCA/IAD:

Hotel Room and Tax for conference room nights only (Wed. 6/7, Thurs 6/8, Fri. 6/9):

Ground or Rail Transportation to and from conference host hotel:

Mileage Reimbursement (only if attendee did not fly or take train to Annapolis, MD)

Please multiply miles X \$.655 and indicate \$ amount to the right.

(2023 Federal Mileage Reimbursement Rate=\$0.655 per mile)

Please include map printout with start/end address **and** miles as your receipt for this line item.

Onsite Parking (only if driving to the host hotel)

TOTAL TRAVEL EXPENSES SUBMITTED:

***All expenses must be accompanied by attached receipts for reimbursement processing**

****Incomplete and/or unsigned forms cannot be processed**

CERTIFICATION:

I confirm that I have read the Women In Government National Legislative Conference Legislator Travel Scholarship Policy-Annapolis 2023 as acknowledged during the registration process for this event and agree to abide by the rules set forth therein. A copy of this same policy has been provided to me on the opposite side of this form.

*Please note that Women In Government responds to and complies with all ethics inquiries from federal, state, and municipal entities.

Legislator Signature

Date

(Please Note: WIG is an affiliate of the Council of State Governments and Scholarship reimbursement checks will be mailed to you from CSG/Lexington, KY. Thank you!)

Women In Government Legislator Travel Scholarship Policy- National Legislative Conference, Annapolis, MD

Women In Government is pleased to offer travel assistance for women state legislators to attend our national conferences. A Legislator Travel Scholarship of up to **\$800** for Women In Government's National Legislative Conference in Annapolis, Maryland June 8-10, 2023 is available on a first-come/first-served basis to confirmed registered women legislator attendees (i.e., those who have paid the \$150 registration fee) to reimburse personal travel expenses. Reimbursable travel expenses include: airfare/train or mileage to the host city, ground transportation to the host hotel, and sleeping room accommodations (room + tax only) during conference nights only (6/7, 6/8 and 6/9). Food and beverage expenses (whether during travel or outside of meals that WIG provides as part of our conference agenda), cash tips to housekeeping or other staff or service providers are not reimbursable expenses under this Travel Scholarship Policy.

Legislator attendees are responsible for arranging all travel to and from the conference site including reserving a room at the host hotel or offsite. A unique link and/or phone number is provided as part of the registration process to make a reservation within Women In Government's room block at the host hotel prior to the room block deadline of Friday, May 12, 2023. If you need to cancel or change your flight or hotel reservation for any reason, you are responsible for notifying your airline and/or the hotel.

Participants are accountable to attend all sessions and conference events in order to receive the full Legislator Travel Scholarship. Late arrival or early departure without receiving prior approval from WIG's Executive Director will result in a reduction of the travel scholarship award. All attendees agree to abide by all health and safety rules of the conference venue/s and jurisdiction/s in addition to abiding by Women In Government's Code of Conduct Policy. Failure to comply with health and safety rules or WIG's Code of Conduct may result in reduction of the Legislator Travel Scholarship reimbursement award.

All reimbursements are issued post-conference. To receive reimbursement, legislator awardees must fill out a Legislator Travel Reimbursement Form (available approximately one week before the conference, as well as onsite) that includes a complete mailing address, signature acknowledging that the legislator attendee is not eligible for travel reimbursement from their state, and all accompanying receipts. This completed form and all receipts must be returned to Women In Government (by mail or email) no later than 45 days after the conclusion of the conference, by Tuesday, July 25, 2023.

Cancellation Policy:

If you need to cancel your registration, please notify Women In Government immediately so that we may award your scholarship to another legislator. Registration fee may be refunded as follows:

- 100% of the of registration fee is refunded for cancellation made by 5/8/2023
- \$100 of the registration fee is refunded for cancellation received from 5/9-6/1/2023
- After 6/1/2023, no registration fee is refunded but the registration fee may be transferred to attend the November 2023 Leadership & Innovation Summit in Texas (please contact staff for details)
- Attendees cancelling event registration are responsible for cancelling all travel and accommodations with their carrier and the hotel

Please note that the travel scholarship is intended for reimbursement for expenses incurred to attend the Women In Government National Legislative Conference in Annapolis, Maryland. In the event of conference cancellation due to circumstances beyond the control of Women In Government, WIG will not be responsible for registrants' costs associated with the cancelled event.

Please also note that Women In Government responds to and complies with all ethics inquiries from federal, state, or municipal entities.