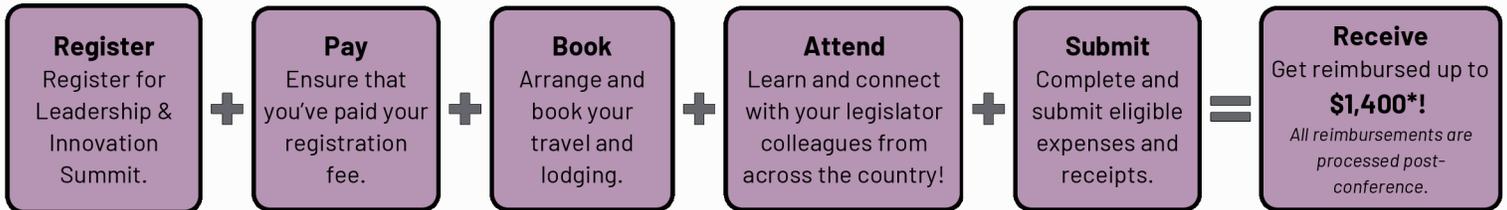


Women In Government

Legislator Travel Reimbursement Policy

Women In Government is pleased to offer travel assistance to all women state legislators who attend our national conferences. To ensure full eligibility, please complete the following five step process.



Requirements

- Legislators are responsible for arranging their own travel and hotel accommodations, and are encouraged to arrive on **Tuesday, November 17, 2026**.
- To receive the maximum amount, participants must attend all sessions and conference events. Late arrivals or early departures without prior approval from the WIG's Executive Director will reduce your reimbursement.
- Legislator awardees must complete a Legislator Travel Reimbursement Form (available online in your registration account or as a fillable PDF on the conference website) and reimbursement is available on a first-come, first-served basis. *Additional reimbursement may be provided for extraordinary travel or financial need, subject to program limits. To be considered for additional reimbursement, travel-including airfare- must be booked by **Monday, October 19, 2026**.
- All attendees must follow the health and safety rules of the conference venue(s) and jurisdiction(s), as well as Women In Government's Code of Conduct Policy.

Guide to Reimbursable Travel Expenses

	<ul style="list-style-type: none"> Airfare/train to and from the host city Mileage to and from the host city Ground transportation to the host hotel Hotel room accommodations 		<ul style="list-style-type: none"> Food and beverage expenses Cash tips to housekeeping or other staff and service providers Cancellation fees Conference registration fee
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Cancellation Policy

If you need to cancel your registration, please notify us immediately, and note that you are responsible for canceling all travel and hotel arrangements. Registration fee refunds are as follows:

- Full refund if canceled by 10/19/2026
- \$100 if cancelled by 10/20-11/2/2026
- No refund after 11/3/2026, but the registration fee can be transferred to attend the 2027 National Legislative Conference (contact staff for details).

Questions? Email WIG's Business Operations & Technology Specialist, Carla Cunningham, at ccunningham@womeningovernment.org

DISCLAIMER

THE LEGISLATOR TRAVEL REIMBURSEMENT IS SOLELY INTENDED FOR EXPENSES INCURRED TO ATTEND THE WOMEN IN GOVERNMENT NATIONAL LEGISLATIVE CONFERENCE SALT LAKE. IF THE CONFERENCE IS CANCELLED DUE TO CIRCUMSTANCES BEYOND THE CONTROL OF WOMEN IN GOVERNMENT, WIG WILL NOT BE RESPONSIBLE FOR ANY COSTS INCURRED BY REGISTRANTS.