



Legislator Travel Scholarship Reimbursement Policy – Washington, DC 2019

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 either the *25th Annual State Directors/13th Biennial First Termers Conference* or the *10th Annual Healthcare & Technology Summit* or up to **\$1000** for both conferences is available on a first-come/first-serve basis to registered legislator attendees to reimburse personal travel expenses. Reimbursable travel expenses include: airfare or mileage to the host city, ground transportation to the host hotel, and sleeping room accommodations during conference nights only. 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, and conference registration fee/s are not reimbursable expenses under this scholarship.

Legislator attendees are responsible for arranging all travel to and from the conference site including reserving a room at the host hotel. A unique link and/or phone number is provided during the registration process to make a reservation within Women In Government's room block. 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 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 reimbursements are issued post-conference. 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, December 31, 2019.**

Attendees must register and pay conference registration fee/s associated with each national conference. Legislator Registration Fee for the 2019 Washington, DC events is **\$150** for either conference or **\$200** for both. Fees are paid online during the registration process that can be found on our website at www.womeningovernment.org.

Cancellation Policy:

Please notify Women In Government immediately if you are unable to attend so that we may award your scholarship to another legislator. Registration fees may or may not be refundable according to the following schedule that may also be viewed during the registration process: 100 % of registration fee will be refunded if a legislator cancels by 11/05/2019; \$125 for single conference or \$175 for both conferences registration fee will be refunded from 11/6-11/12/2019. No registration fee will be refunded as of 11/13/2019.

Please note that the travel scholarship is intended for reimbursement for expenses incurred to attend the Women In Government Chicago conference. 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. Attendees may want to consider purchasing travel insurance or exploring other options when booking tickets. Please also note that Women In Government responds to and complies with all ethics inquiries from federal, state, or municipal entities.