

Women In Government - Legislator Travel Scholarship Reimbursement Form - 2021

Legislator Scholarship Reimbursement Form- 2021 Washington, DC Events (Healthcare & Technology Summit October 1-3, 2021)

NAME (Reimbursement Remitted to):

COMPLETE MAILING ADDRESS:

PHONE NUMBER:

EMAIL:

TRAVEL DATE(S):

TRAVEL EXPENSE	\$ AMOUNT
Airplane/Railroad Fare	
Hotel Room + Tax: (conference room nights only: 9/30, 10/1, 10/2)	
Ground Transportation (to/from conference host hotel/airport only):	
Mileage Reimbursement (only if attendee did not fly or take train) Please multiply miles X \$.56 and indicate \$ to the right. Please include map printout with start/end address and miles as your receipt for this line item.	
<i>(2021 Federal Mileage Reimbursement Rate=\$0.56 per mile)</i>	
Onsite Parking (if driving to the host hotel)	
TOTAL 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 2021 Legislator Travel Scholarship Policy 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.

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!)

Post-Event please submit completed and signed forms to: mlague@womeningovernment.org or mail to our offices (see address in footer)



Legislator Travel Scholarship Reimbursement Policy – Washington, DC 2021

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 the Women In Government Healthcare & Technology Summit is available on a first-come/first-served 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/providers are not reimbursable expenses under the Travel Scholarship Policy. For this conference, legislators will not have to pay a registration fee, but you must be registered in order to receive reimbursement post-event.

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 as part of 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 attendees agree to abide by all health and safety rules of 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 Legislator 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 Wednesday, November 17, 2021.

Cancellation Policy:

Please notify Women In Government immediately if you are unable to attend so that we may award your scholarship to another legislator.

Please note that the travel scholarship is intended for reimbursement for expenses incurred to attend the Women In Government DC 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.