

Travel Reimbursement Form: Scholarship Recipient

Event: 2014 National Summit on Education Reform
Location: Washington Marriott Wardman Park, Washington, D.C.
Date: November 20-21, 2014

<p>Internal Use Only</p> <p><input type="checkbox"/> Official: _____</p> <p><input type="checkbox"/> Non-Official</p> <p>Reimbursement amount: \$ _____</p>
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Instructions: Please submit a completed form and receipts within 45 days of the event; **reimbursements received after January 9, 2015 will not be processed.** Reimbursement checks will be mailed within 30 days of receiving a completed travel reimbursement form with required receipts attached. Incomplete reimbursement forms or forms with insufficient receipts will not be processed. Expenses eligible for reimbursement include:

1. Round-trip coach air or train fare purchased at least 14 days prior to departure or within 5 days of approval. Baggage fees up to \$25 each way (\$50 total) will also be reimbursed. Please note: Ticket change fees and tickets purchased with airline credit are **not** eligible for reimbursement.
2. Mileage to and from Washington, D.C. for event up to 500 miles roundtrip. Mileage is reimbursed \$0.56/mile and a published mileage guide (i.e. MapQuest, Google Maps) must be submitted for proof of mileage.
3. The Foundation will reimburse up to \$100 for incidental expenses.
 - Eligible incidental expenses include:
 - Taxi cab fare to and from a Washington, D.C.-area airport
 - Metro fare to and from a Washington, D.C.-area airport
 - Airport or train station parking fees (prorated for days of the Summit)
 - Hotel parking fees (ONLY if attendee uses personal car for travel to event)
 - Toll fees (ONLY if attendee uses personal car for travel to event)
 - Non-eligible incidental expenses include:
 - Mini-bar
 - Telephone service
 - Room service
 - Additional nights on your hotel reservation

Please submit your form with scanned detailed/itemized receipts to: Scholarship@Excelined.org. If you have any questions, please email us at Scholarship@excelined.org.

Eligible Travel Expenses	Amount	Internal Use Only
Airfare/Train/Personal Car		
Baggage Fees		
Mileage		

Incidentals	Amount	Internal Use Only
Taxi cab or subway fare		
Parking: Airport/Train/Hotel		
Tolls		
Total: (not to exceed \$100)		

Participant Information:

Name of Participant

Name on the reimbursement check, if different

Address City State Zip

Phone Email

Signature of person receiving the reimbursement check Date