

ASAE American Associations Day 2017 Scholarship Guidelines

Thank you for your interest in the American Associations Day scholarship. There are some requirements and qualifications to the scholarship in order to be reimbursed for attending the event. If at any time you have questions about the scholarship or American Associations Day, contact Mary Kate Cunningham at 202.626.2787 or mcunningham@asaecenter.org.

Reimbursable Expenses

ASAE will reimburse the following expenses only as part of your travel scholarship up to \$300:

- Travel to and from the event. This can include air fare, the cost of a train ticket, mileage for a car driven by participant (based on IRS reimbursement at the time of submission) or the cost of renting a vehicle for travel to and from DC.
- The cost of taxi or subway fare from the airport/train station to your hotel.
- Cost of your hotel room, plus tax. ASAE will reimburse you the night of March 15th.
- Parking at the hotel.
- Travel to and from Capitol Hill for Hill meetings via taxi, Metro or MetroBus.

Travel Reimbursement Procedure

- ✓ In order to have the approved travel costs reimbursed, an attendee must have received an email confirming attendance and the awarding of a travel scholarship.
- ✓ During the event and on the event website (<http://www.thepowerofa.org/hillvisit/>) attendees will be provided a reimbursement sheet to complete after the event.
- ✓ All travel reimbursement sheets must have receipts for the reimbursed expenses.
- ✓ All attendees must also attach a Hill visit feedback sheet in order to receive reimbursement. Attendees may also submit an online feedback form or be listed on a state leader's feedback form. ***Failure to show proof of Hill visits will prevent the reimbursement of travel expenses.***
- ✓ All reimbursement forms must be submitted by April 30, 2017 for attendees to receive reimbursement.
- ✓ Reimbursement for expenses is subject to ASAE approval.