

Internal Use Only	
<input type="checkbox"/> Official:	_____
<input type="checkbox"/> Non-Official	
Reimbursement amount:	\$ _____
Received completed form:	_____

Scholarship Travel Reimbursement Form
Foundation for Excellence in Education (ExcelinEd)

Event: 2018 National Summit on Education Reform
 Location: Marriott Marquis Washington, DC
 Event Dates: December 5 - 7, 2018

Instructions: Submit completed form with detailed/itemized receipts within 45 days of the event to Heather Slager at Scholarship@excelined.org. Reimbursement checks will be mailed within 30 days of receiving a completed form and all appropriate support. **Reimbursement requests received after January 21, 2019, incomplete forms and forms with insufficient receipts will not be processed.** Please see eligible reimbursement expenses and guidelines below:

- Travel:** Select **one** travel option from the following choices. Please select the most economical travel method.
 - Coach/Economy round-trip air or train fare directly to/from Washington, D.C. **purchased by November 14, 2018** and baggage fees for one bag each way. Tickets purchased after November 14, 2018 without written prior authorization by ExcelinEd will be reimbursed at a maximum value of \$500.
Ineligible Expenses: Ticket change or cancellation fees, seat fees/upgrades, early bird check-in fees, ticket upgrades, tickets purchased with airline credit, re-bookings due to weather delays, weather events or personal/business-related schedule changes, overweight baggage fees and in-flight purchases.
 - Mileage at 54.5 cents per mile for use of a personal vehicle driven to/from the Summit up to 500 miles roundtrip. Scholarship recipient must live greater than 50 miles from the Marriott Marquis Washington, DC and must submit a published mileage guide (i.e. MapQuest, Google Maps) for proof of mileage.
 - Rental car for up to three days with daily base rental rate not to exceed \$45/day and associated tolls and gasoline purchases for the rental car.
Ineligible Expenses: GPS rental, car upgrade fees, pre-paid gasoline, additional driver fees, rental car insurance, early/late return fees, roadside assistance and car seat rental.
- Lodging:** Accommodations for up to two nights, single occupancy, at an offsite hotel for the nights of Wednesday, December 5th and/or Thursday, December 6th up to \$279/night plus tax.
Ineligible Expenses: Additional nights of accommodations, double-occupancy rate, phone, internet, cash tips, food and beverage purchases, room service and mini- bar purchases.
- Incidental Expenses:** ExcelinEd will reimburse up to \$100 for the following eligible incidental expenses:
 - Economy Parking fees associated with the traveler’s selected transportation option during event dates only:
 - Home airport or train station self-parking fees or Uber/taxi allowable if cost is less, or
 - Washington, D.C. hotel self parking fees
 - Ground Transportation fees including taxi, shuttle, UberX, Lyft, Metro Rail or economy class rental car to/from a Washington, DC area airport or train station and the event with gratuity up to 20%.
Ineligible Expenses: Valet parking or premium rideshare options, expenses for travel companions, any undocumented expenditures, and all other requests not explicitly stated above or pre-approved by ExcelinEd. Pre- and post-event travel day meals.

Eligible Expenses	Amount	Internal Use Only
Travel Option A, B or C (only one option may be used)		
Baggage Fees (option A travelers only)		
Overnight Hotel Accommodations		
Incidental Expense: Parking Fees		
Incidental Expense: Ground Transportation Fees		
Incidental Total: (DO NOT EXCEED \$100)		
Grand Total		

Participant Information:

Name of Participant	Phone	Email
Name on the reimbursement check (if different)		
Street Address	City	State Zip
Signature of person receiving the reimbursement check		Date