

# 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

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

**Instructions:** Submit completed form with detailed/itemized receipts within 45 days of the event to Heather Slager at [Scholarship@excelined.org](mailto: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, roadside assistance and car seat rental.
- Lodging:** Accommodations for up to two nights, single occupancy, at the Marriott Marquis Washington, DC for the nights of Wednesday, December 5<sup>th</sup> and/or Thursday, December 6<sup>th</sup> will be billed directly to ExcelinEd's master account with the hotel.  
**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)		
<b><i>Incidental Expenses:</i></b>		
Parking Fees		
Ground Transportation Fees		
<b><i>Incidental Total: (DO NOT EXCEED \$100)</i></b>		
<b>Grand Total</b>		

### 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