

IPEDS Workshops

Travel Reimbursement Policies

The IPEDS Workshop travel assistance process helps qualified applicants defer some of the cost associated with attending an IPEDS Workshop. This document describes the governing principles for this process.

Applicants to the workshop may request reimbursement for the following items when submitting a workshop application:

- Travel to and from the workshop location (airfare, train, or mileage reimbursement @ \$.51 per mile)
- Lodging (limited to one night's stay at the negotiated conference rate)
- Meals (per diem allowed for one breakfast at \$7 and one dinner at \$18)
- Parking (limited to two days at airport or one day at workshop venue)
- Shuttle transportation from airport to conference site
- Mileage allowance for travel to/from the participant's home and local airport or train station

Upon acceptance to the workshop, participants will be notified of a maximum allowable reimbursement amount based upon the submitted travel request. The actual reimbursement amount will be determined when the participant submits receipts and a travel reimbursement form verifying actual expenses. Note that **receipts are required** for all items listed above with the exception of the per diem meal reimbursement.

- Expenses without supporting receipts will be disallowed for reimbursement.
- All reimbursement documents must be received by AIR no later than 30 days after the workshop date.
- In no instance will the actual reimbursement amount exceed the maximum allowable reimbursement designated in the acceptance notification.
- The maximum amount allowable under this program is \$500. There will be no exceptions to this limit.
- There is no guarantee that accepted applicants will receive the full amount requested in the application, nor do we guarantee that assistance will cover the full cost of attending the workshop. Some accepted participants may not receive any assistance.