

SCHOLARSHIP POLICY

Overview

The BATIC Institute will reimburse your costs for attending the *What's BATIC?* session at AASHTO's 2018 Joint Policy Conference: *Connecting the DOTs* on July 18th, 2018 in Spokane, WA in accordance with the following provisions.

This reimbursement will cover additional costs incurred as a result of attending this event, including:

- Sleeping room at The Davenport Grand Hotel
- Conference registration fee for AASHTO's 2018 Joint Policy Conference: *Connecting the DOTs*

Please read this memo in its entirety to ensure that you are reimbursed for all costs incurred, as it reviews in detail what is reimbursable and what is not reimbursable.

BATIC Institute Travel Policy and Allowable Expenses

Accommodations

- Hotel accommodations will be provided for a one-night stay on Wednesday, July 18th at The Davenport Grand Hotel.

Registration Fee

- You will be reimbursed for the \$495 registration fee to AASHTO's 2018 Joint Policy Conference: *Connecting the DOTs*. Please register for the event by **Monday, June 11th** to receive this rate.

Non-Reimbursable Items

The BATIC Institute will not reimburse members for the following items:

- Local or long-distance telephone calls and access fees: fax fees, internet and computer access charges
- Laundry charges
- Gratuities to doormen, bellmen and housekeeping
- Entertainment, health clubs, resort fees
- Alcoholic beverages
- Flight insurance
- In-flight telephone calls

Reimbursement Process

You will have 30 calendar days to submit expense reimbursement requests following the event. Reimbursement request forms should be completed along with original receipts for all expenses. **Failure to provide appropriate support receipts will result in the reimbursement being delayed.**

Send completed reimbursement form and all necessary receipts to Alex Clegg at aclegg@aaashto.org. The reimbursement form is available by request and will be sent to all participants immediately following the conclusion of the peer exchange. Alternatively, you may mail the signed reimbursement form and

receipts to **444 North Capitol St. NW – Suite 249 – Attn: Alex Clegg – Washington, DC 20001**. If you email the form and receipts, the BATIC Institute asks that you retain originals in your files.

If you have any further questions regarding this travel reimbursement guidance, feel free to contact Alex Clegg at aclegg@aahto.org or 202-624-5815. We will be happy to answer any questions you might have.