

# Women In Government Legislator Travel Scholarship Policy

**Women In Government is pleased to offer travel assistance to attend our national conferences for women state legislators who are currently serving in state legislature in 2022 and will be serving in state legislature in 2023.** A Legislator Travel Scholarship of up to \$1000 for WIG's Leadership & Innovation Summit in Orlando, Florida November 16-19, 2022 is available on a first-come/first-served basis to registered legislator attendees to reimburse personal travel expenses. Reimbursable travel expenses include: airfare or mileage to the host city, ground transportation to the host hotel, and sleeping room accommodations during conference nights only (11/15, 11/16, 11/17, and 11/18). Food and beverage expenses (whether during travel or outside of meals that WIG provides as part of our conference agenda), cash tips to housekeeping or other staff/providers and travel insurance are not reimbursable expenses under this Travel Scholarship Policy.

Legislator attendees are responsible for arranging all travel to and from the conference site including reserving a room at the host hotel. A unique link and/or phone number is provided as part of the registration process to make a reservation within Women In Government's room block prior to the room block deadline of October 25<sup>th</sup>. If you need to cancel or change your flight or hotel reservation for any reason, you are responsible for notifying your airline and/or the hotel.

**Participants are accountable to attend all sessions and conference events in order to receive the Legislator Travel Scholarship.** Late arrival or early departure without receiving prior approval from WIG's Executive Director will result in a reduction of the travel scholarship award. All attendees agree to abide by all health and safety rules of conference venue/s and jurisdiction/s in addition to abiding by Women In Government's Code of Conduct Policy. Failure to comply with health and safety rules or WIG's Code of Conduct may result in reduction of Legislator Travel Scholarship award.

All reimbursements are issued post-conference. Awardees must fill out a Legislator Travel Reimbursement Form (available approximately one week before the conference, as well as onsite) that includes a complete mailing address, signature acknowledging that the legislator attendee is not eligible for travel reimbursement from their state, and all accompanying receipts. This completed form and all receipts must be returned to Women In Government (by mail or email) no later than 45 days after the conclusion of the conference, by Tuesday, January 3, 2023.

## **Cancellation Policy:**

**If you need to cancel, please notify Women In Government immediately if you are unable to attend so that we may award your scholarship to another legislator.** Registration fee may be refunded as follows: 100% of registration fee is refunded if cancellation is made by 10/5/2022. \$100 of registration fee is refunded for cancellations received from 10/6-11/5/2022. After 11/6/2022, no registration fee is refunded. Registrants who transferred a credit from the 2022 National Legislative Conference but cannot attend the Leadership & Innovation Summit and who will not be serving in legislature in 2023 will be refunded 100% of the registration fee.

Please note that the travel scholarship is intended for reimbursement for expenses incurred to attend the Women In Government Leadership & Innovation Summit in Orlando, Florida. In the event of conference cancellation due to circumstances beyond the control of Women In Government, WIG will not be responsible for registrants' costs associated with the cancelled event.

Please also note that Women In Government responds to and complies with all ethics inquiries from federal, state, or municipal entities.