

## Women In Government Legislator Travel Scholarship Reimbursement Form 2022

**Legislator Scholarship Reimbursement Form for 2022 National Legislative Conference and related events, June 23–25, 2022  
Hilton Denver City Center, Denver, Colorado**

Reimbursement Instructions: Post-Event please submit completed and signed forms and all accompanying receipts to:  
Maura LaGue, [mlague@womeningovernment.org](mailto:mlague@womeningovernment.org) or mail to our offices (see full mailing address in form footer)

**LEGISLATOR NAME or Reimbursement Remit to Name:**

**COMPLETE REIMBURSEMENT MAILING ADDRESS with street, unit or apt, city and zip code:**

**BEST PHONE NUMBER in case there are questions:**

**BEST EMAIL in case there are questions:**

### TRAVEL EXPENSES

### \$ AMOUNT

Airplane or Amtrak fare to Denver:

Hotel Room and Tax for conference room nights only (Wed-June 22, Thurs-June 23, Fri-June 24):

Ground or Rail Transportation to and from conference host hotel:

Mileage Reimbursement (only if attendee did not fly or take train)

Please multiply miles X \$.585 and indicate \$ amount to the right.

(2022 Federal Mileage Reimbursement Rate=\$0.585 per mile)

Please include map printout with start/end address **and** miles as your receipt for this line item.

Onsite Parking (only if driving to the host hotel)

**TOTAL TRAVEL EXPENSES SUBMITTED:**

*\*All expenses must be accompanied by attached receipts for reimbursement processing*

*\*\*Incomplete and/or unsigned forms cannot be processed*

### CERTIFICATION:

**I confirm that I have read the Women In Government National Legislative Conference Legislator Travel Scholarship Policy-Denver 2022 as acknowledged during the registration process for this event and agree to abide by the rules set forth therein. A copy of this same policy has been provided to me on the opposite side of this form.**

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

**Signature**

**Date**

(Please Note: WIG is an affiliate of the Council of State Governments and Scholarship Reimbursement Checks will be mailed to you from CSG/Lexington, KY. Thank you!)

# Women In Government Legislator Travel Scholarship Policy

**UPDATED: May 9, 2022:** Women In Government is pleased to offer travel assistance for women state legislators to attend our national conferences. A Legislator Travel Scholarship of up to **\$1000** for the Women In Government's National Legislative Conference in Denver, Colorado June 23-25, 2022 is available on a first-come/first-served basis to confirmed registered women legislator attendees (i.e., who have paid the registration fee) 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 (6/22, 6/23 and 6/24). 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 are not reimbursable expenses under this Travel Scholarship Policy. Legislator Registration Fee for this event is \$150.00 which will be refunded post-event as part of the reimbursement process, provided the woman legislator registrant attended the conference in-person.

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 June 8th. 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, August 9, 2022.

## **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 5/12/2022. \$100 of registration fee is refunded for cancellations received from 5/13-6/9/2022. After 6/9/2022, no registration fee is refunded. Any legislator who needs to cancel may transfer the registration fee from the June 2022 National Legislative Conference-Denver to the November 2022 Leadership & Innovation Summit-Orlando, provided you will be serving in state legislature in 2023 per that event's Travel Scholarship Policy. Attendees cancelling event registration are responsible for cancelling their hotel accommodations and travel.

Please note that the travel scholarship is intended for reimbursement for expenses incurred to attend the Women In Government Denver National Legislative Conference in Denver, Colorado. 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.