

## Policy for Travel Stipends and Documentation (updated 1/16/2019)

### **IWIRC Travel Stipend Protocol**

*Travel stipends are available to IWIRC board of directors, network chairs and other IWIRC members who are materially participating in an IWIRC official event, including but not limited to the Spring Conference, the Fall Conference, and the Leadership Summit (the "Event") and can demonstrate need. Materially participating means among other things, being a moderator or member of a panel, or attending a meeting of the board of directors or a meeting of the network chairs.*

### **TERMS OF USE**

1. The travel stipend is to be used only for the reimbursement of travel expenses;
2. Travel expenses must not be reimbursed by your employer or another third-party funding source;
3. You must be a board member, network chair, and/or representative of the network and materially participating in the Event to be eligible for the travel stipend;
4. Conference fees and optional events are to be paid at stated rates in Event registration materials;
5. There is a maximum of one stipend per person per year, unless otherwise determined by the Executive Board;
6. Travel stipends request are to be submitted prior to the Event;
7. Approved travel stipends will be paid following the Event, upon confirmation of attendance at the Event and submission of applicable travel expenses that have not been reimbursed by an employer or third-party funding source;
8. The amount of the travel stipend is based on location and the duration of the airline portion of the travel as set out below:
  - a. On-Continent: \$250 (60 people, total \$15,000)
  - b. Off-Continent with within 10-hour travel: \$750 (5 people, total \$3,750)
  - c. Off-Continent over 10 hours of travel: \$1,250 (8 people, total \$10,000)
9. Stipend amounts will be subject to an annual cap that is set in conjunction with the annual budget. The annual caps for 2018 are as follows:
  - a. On-Continent: \$15,000 (60 people)
  - b. Off-Continent: \$3,750 (5 people)
  - c. Off-Continent: \$10,000 (8 people)

### **PROCESS**

If your expenses will not be fully covered by your Institution and you would like to request a travel stipend, please complete and return the Travel Stipend Request Form to IWIRC Administrative Director, Shari Bedker, sbedker@iwirc.com. Your request will be submitted to the IWIRC Executive Board for consideration.

If approved, upon confirmation of attendance, completion of travel and submission of proof of travel and expenses, the Administrative Director will arrange for payment of the stipend within two weeks of the receipt of the proof of travel. Please note, for budgeting purposes, receipts and request for payment should be made within 90 days of the event or December 31, whichever comes first.



## IWIRC Travel Stipend Request Form

\*\*\*Only one stipend per person per year is permitted, unless otherwise determined by the Executive Board.\*\*\*

### Contact Information

Name:	
IWIRC Position:	
Firm:	
Address:	
Email:	
Phone Number:	

### Amount Requested

- On-Continent - \$250
- Off-Continent within 10 hour airline travel - \$750
- Off-Continent over 10 hour airline travel - \$1,250

### Event Requested For

- Annual Spring Conference, Washington, D.C.
- Leadership Summit, Philadelphia
- Annual Fall Conference, San Antonio
- Other (please provide additional details)

### If Approved, please

- Mail a check to:

- Send a wire transfer  
IBAN or Bank Account

Number: \_\_\_\_\_

SWIFT Code: \_\_\_\_\_

Name of Account Holder: \_\_\_\_\_

Address of Account Holder: \_\_\_\_\_

\_\_\_\_\_

I certify that I am not receiving 100% reimbursement from my employer or other third-party funding source for my travel expenses.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Proof of Travel and Receipts (please print or type)

Before submitting request, please refer to IWIRC's Travel Stipend Policy above. Copies of receipts are required for all expenses.

Personal Information			
Name (please print)		Date of Stipend Request:	Date of Proof Submission:
Make check payable to (if other than above):			
Address:			
City:		State:	Zip:
Phone:	Dates of Travel:		
Location of program/meeting			
Name of program/meeting			

Transportation			
<u>Airline or Train Carrier (maximum \$650)</u>			
Class of Service			\$
Use of personal automobile	Miles at the applicable rate per mile (\$.54) =		\$
<u>Rental Car (maximum \$100/day)</u>			
Dates of Rental:			\$
Parking Expenses:			\$
		(Subtotal A)	\$
<u>Ground Transportation</u>			
Date	To	From	Daily Total
			\$
			\$
			\$
			\$
			\$
			\$
Total for Ground Transportation (Subtotal B)			\$
Total Expenses C (A + B)			\$
Less Total Paid by Employer or other Third-Party			\$
Out of Pocket Net Expenses			\$
<b>Total Stipend Approved</b>			<b>\$</b>

I incurred the expenses described above for the purpose stated, and I have attached receipts for all claimed expenses. I certify that this request is correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date