



## **IWIRC Travel Stipend Protocol as of October 10, 2023**

*Travel stipends are available to IWIRC board of directors, network chairs and other IWIRC members who are materially participating in an official IWIRC 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 and lodging 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 stipend requests 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 and lodging 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) Up to 6 hours of flight time: USD\$500
  - b) 6-10 hours of flight time: USD\$1,000
  - c) More than 10 hours of flight time: USD\$1,500
9. Stipend amounts will be subject to an annual cap that is set in conjunction with the annual budget. The annual caps for 2024 are as follows:
  - a) Up to 6 hours of flight time: USD\$4,000 (8 people)
  - b) 6-10 hours of flight time: USD\$10,000 (10 people)
  - c) More than 10 hours of flight time: USD\$36,000 (24 people)

## **PROCESS**

If your expenses will not be fully covered by your Institution and you would like to request a travel stipend, please complete the form at this link <https://form.jotform.com/sbedker/iwirc-travel-stipends> . Your request will be evaluated by IWIRC's Administrative Director against the guidelines above and you will be notified if the request is approved or denied.

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.