

Cotsen Foundation for the ART of TEACHING

Conference Travel Policy

The Cotsen Foundation for the ART of TEACHING (“Foundation”) in pursuing its organizational mission aims to provide educators (“Travelers”) with opportunities to enhance their knowledge in attaining the highest levels of teaching excellence.

Conference attendees must submit an expense reimbursement form with receipts and a signed copy of this policy. Receipts and supporting documentation for deposits and balances due should specify a charge was placed on a personal card. The Foundation cannot reimburse Travelers who do not submit receipts or those who submit booking confirmations in lieu of receipts i.e., hotel acknowledgements confirming the reservation without an actual payment being made.

The Foundation establishes a maximum reimbursable allowance for any conference and will not reimburse Travelers beyond that amount. Maximums vary based on the conference and host city. The Foundation will not reimburse conference attendees for food or meals. For questions, please ask your mentor or Foundation staff member before booking any travel arrangements.

ACCOMMODATIONS

Hotel accommodations should be booked at mid-range hotels that offer safe and clean amenities. The Foundation will not reimburse Travelers for luxury hotel accommodations. The check-in date for accommodations at the conference host city should be no earlier than the day before the conference. The check-out date for accommodations should be no later than the day after the conference ends. Accommodations may be shared with other Foundation conference Travelers. If cost effective and practical, reserving a rental property (Airbnb or VRBO) for groups of Foundation conference Travelers is permissible. Those reserving rental properties or hotels must adhere to the terms and policies of the service used. The maximum allowance per person will remain whether Travelers opt to share accommodations or not.

AIRFARE

Travel by air shall be limited to the lowest, logical, non-refundable, coach/economy class fare, allowing for basic seat assignment. The additional cost for preferred seating selections or premium class (first class, business class, or premium economy) travel is not payable/reimbursable. If a Traveler wishes to upgrade, it will be at the Traveler’s expense. The Foundation does not reimburse any travel agency fees. If a Traveler misses a flight due to their own negligence or oversight, the Foundation is not responsible for reimbursing change fees, rebooking fees, or additional airfare.

The Foundation can only reimburse roundtrip flights from a Traveler’s metropolitan area to the conference host city’s metropolitan area unless the Traveler obtains prior approval from the Foundation to travel to multiple cities. The flight arrival date to the conference host city should be no earlier than the day before the conference. The flight departure date should be no later than the day after the conference ends.

If an airline has a mandatory first bag fee for checked baggage, the expense is considered reimbursable if the bag meets airline weight requirements. A Traveler will be reimbursed for excess baggage charges only to the extent that the Traveler is required to have on-hand equipment, books, reports, etc., which exceed the normal weight limitations.

GROUND TRANSPORTATION

Transportation to and from the airport and accommodations in the conference host city will be provided. The Foundation will not reimburse rental car expenses. The preferred modes of transportation for Travelers are taxis, airport shuttles, or ride-hailing companies (Uber and Lyft) when other forms of transportation are not available, not cost effective, or not practical. Sharing Uber and Lyft rides with other Foundation conference Travelers is recommended if cost effective and practical. The Foundation will not reimburse for parking, except for specific events. All Travelers should check with their Mentor or a Foundation staff member about parking reimbursements before attending any event.

I hereby acknowledge that I have read and understand the Cotsen Foundation for the ART of TEACHING Conference Travel Policy. I understand this policy is subject to revision at the Foundation’s discretion.

Printed Name

Signature

Date