ARRL Teachers Institute

Travel and Reimbursement Guidelines and Procedures

Reimbursable Expenses

Please read and retain this document for your reference. To receive full reimbursement for expenses, you must attend all scheduled Institute activities. Reimbursable expenses include transportation, lodging, and meals. You will complete an expense report at the end of the workshop summarizing your reimbursable expenses. You must submit receipts for all reimbursable expenses except your meals.

Travel

Please be as practical and judicious as possible in making your travel plans for the workshop, to help us be good stewards of program resources. Travel reimbursement included commutes to and from airports, baggage fees, taxis and shuttles (including services such as Uber or Lyft), parking, and airfare. We ask that you make your travel plans early to take advantage of lower airfare rates. We will reimburse you up to the reasonable and customary fare for an advance purchase coach ticket. If you choose to drive to the program in your personal vehicle, your mileage must be preapproved and will be reimbursed at the current IRS-approved mileage rate. Mileage for travel in your personal vehicle to and from the airport nearest your home will be reimbursed at the current IRS-approved mileage rate. In the event of unanticipated, extenuating circumstances, you must contact us in advance to approve modified travel reimbursements. If you drive your personal vehicle to the workshop, we would appreciate your assistance in providing transportation to and from the hotel and workshop site for participants who have traveled by air. You will be reimbursed for your personal vehicle mileage for group transportation during the workshop at the standard IRS-approved mileage rate.

Rental Cars

Generally, renting a car to travel to the workshop isn't cost effective. A limited number of car rentals may be needed for each workshop session if there are not sufficient personal vehicles available to transport everyone to and from the workshop venue. If you want to be reimbursed for a car rental, you must receive prior approval from the ARRL Education and Learning Administrator. If your car rental is approved, submit gas receipts and a copy of your rental contract and you will be expected to assist with the commuting of participants without vehicles to and from the workshop site and hotel.

Per Diem Meals

Attendees will receive a flat per diem of $40/day to help defray the cost of meals. No receipts for meals are necessary. This per diem will be provided for the number of days of the workshop plus one day of travel. This per diem is intended for participants who are not in residence locally. Local participants can apply for a reduced per diem (lunch only) to cover their cost of meals while

attending the workshop. Reimbursement for meals will be made after the conclusion of the program.

Lodging

A block of rooms for Institute attendees will be reserved at a designated hotel by ARRL. Hotel accommodations are reimbursable for your stay (up to 6 nights), starting the night before the program begins through the last night of the workshop. We will not reimburse for lodging at locations other than the designated hotel. Lodging expenses for additional days are the responsibility of the participant. We will reimburse you only for the room: no movies, bar, amenities, phone calls, gratuities, or Internet connection (if not included in the normal room rate) will be included. Please let us know 30 days before the week of your program if you have made other arrangements for lodging and will not need hotel accommodations. You will be emailed a set of instructions for reserving your hotel room and we ask that you please reserve your room as soon as you are notified of your acceptance into the program. Participants traveling from out of state should arrive the day before the Institute and should schedule departure after 6 pm on the final day of the Institute or the day after the Institute. Early departures on the last day of the Institute to meet flight schedules are not acceptable, as important material is covered right up to the end of the final day.

Participants who live less than a 30-minute drive from the classroom are expected to commute daily and will be reimbursed for mileage. Accommodations for additional days or at locations other than the designated hotel are the responsibility of the participant. You will need to provide your own credit card when you check in to the hotel and get a copy of your hotel invoice to file with your expense report on the last day of the workshop.

Enrollment Fee

Participants are expected to pay a $100 enrollment fee, payable to ARRL Teacher Institute, via check or credit/debit card. If your application is not accepted, your enrollment fee will be refunded by mid-May. If you have been selected to participate in Teachers Institute, we ask that your respond to your acceptance email as soon as possible because the $100 enrollment fee cannot be refunded after June 1st.

Expense Reports

At the end of the workshop, you will submit an expense report to your workshop instructor, who will then forward it to the Education and Learning Department Administrator for processing. If any questions arise as your expense report is reviewed, you may be contacted to clarify the expense, and your reimbursement may be delayed. Reimbursement checks are usually mailed within 2 weeks of the close of the workshop.

Questions?

If you have questions about these guidelines, please contact the Education and Learning Administrator, Ally Flynn, at aflynn@arrl.org or (860) 594-0367.