



# ARRL Teachers Institute Travel and Reimbursement Guidelines and Procedures

Please read and retain this document for your reference.

## Reimbursable Expenses

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.

Your travel expenses are reimbursable up to a \$600 limit. This includes travel to and from airports, baggage fees, taxis and shuttles, parking, and airfare. Make your travel plans early to take advantage of lower airfares. We will reimburse you up to the reasonable and customary fare for an advance purchase coach ticket. 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 situations with extenuating circumstances, you must contact us in advance to approve travel reimbursements in excess of the \$600 limit.

If you drive your personal vehicle to the workshop, we will reimburse you at the IRS-approved mileage rate up to the cost of an advanced purchase coach class airfare or the \$600 limit, **whichever is less**. (Tip: Printouts from a map or navigation app, showing the one-way mileage, are excellent documentation of your miles driven.)

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 above and beyond your \$600 travel allowance, at the standard IRS 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 Program Administrator who coordinates the local transportation needs for the group. If your car rental is approved, submit gas receipts and a copy of your rental contract.

## Lodging

A block of rooms for Institute attendees will be reserved at a designated hotel by the Program Administrator. Hotel accommodations are reimbursable for your stay, starting the night before the program begins through the last night of the workshop (up to a maximum of 6 nights for a TI-1, and 5 nights for a TI-2). We will not reimburse for lodging at locations other than the designated hotel. Lodging expenses for additional days 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.

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 if you have other arrangements for lodging and will not need hotel accommodations.

We will confirm your hotel reservations with you a few weeks before the start of the workshop and will send you a confirmation number.

## Per Diem

Attendees will receive a flat per diem of \$35/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.

## 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. After you have been accepted and enrolled in a session, if circumstances prohibit you from attending, provide us with 30 days advance notice of cancellation to receive a refund of your enrollment fee.

## Expense Reports

At the end of the workshop, you will submit an expense report to your workshop instructor, who will forward it to ARRL headquarters. If any questions arise as your expense report is reviewed, you may be contacted to clarify the expense, and your reimbursement may be delayed. Reimbursements are usually mailed within 2 weeks of the close of the workshop.

## Questions?

If you have questions about these guidelines, please contact Program Administrator Ally Riedel at [ariedel@arrl.org](mailto:ariedel@arrl.org) or (860) 594-0367.