



## Travel Policy for LEAD Council Members

APPD recognizes that not all institutions are able to cover travel expenses for stand-alone Cohort meetings. If your institution cannot fund your travel, APPD will provide support for the following travel-related costs:

### Summer Cohort Meeting

APPD will reimburse:

- Round-trip airfare (basic economy, booked at least 3–4 weeks in advance)
- Checked luggage fees
- Hotel accommodation
  - APPD will make your hotel reservations; arriving 1-day prior to the cohort meeting, departing on last day of cohort meeting.
- Ground transportation (uber/lyft/taxi, parking, etc.)
- Per diem for food and beverage up to \$100 per day
  - Only food and beverage outside of the cohort schedule at the meeting hotel will be reimbursed (i.e. food and beverage during travel days, evening meals).
  - Please note: Cohort dinners will not be offered/reimbursed as part of the program.

### Fall Cohort Meeting

If the council member is **not** attending the APPD Fall Meeting, APPD will reimburse:

- Round-trip airfare (basic economy, booked at least 3–4 weeks in advance)
- Hotel accommodations
  - Council members to make their own reservations, arriving 1-day prior to the cohort meeting.
- Ground transportation
- Per diem for food and beverage up to \$100 per day
  - Only food and beverage outside of the cohort schedule at the meeting hotel will be reimbursed (i.e. food and beverage during travel days, evening meals).

- Please note: Cohort dinners will not be offered/reimbursed as part of the program.
- Fall Meeting registration fees will be waived  
(*APPD to provide coupon code to register*)

### **Spring Cohort Meeting**

APPD will reimburse:

- Up to two additional nights of lodging to allow for early arrival for cohort meetings.
  - Council members to make their own reservations, arriving 1-day prior to the cohort meeting.
- Per diem for food and beverage up to \$100 (reimbursement will only be provided for 1-day prior to the cohort meeting; food and beverage during travel day, plus 2 evening meals).
- Please note:
  - Flight/Ground Transportation/Spring meeting registration fees will not be reimbursed
  - Cohort dinners will not be offered/reimbursed as part of the program.

### **General Reimbursement Guidelines:**

- Receipts are required for all reimbursable expenses.
- Reimbursement should be submitted to APPD using the provided expense reimbursement form.
- If you have questions on allowable reimbursement, please contact your APPD staff liaison.