

Guidelines for Travel Reimbursement for Jump\$tart National Educator Conference Scholarship Recipients

Effective Date: March 18, 2025

Purpose: The purpose of this guideline is to provide a transportation and fair process for awarding travel reimbursements of up to \$500 to *first-time attending* teachers who have been awarded scholarships to attend the Jump\$tart National Educator Conference. The reimbursement aims to alleviate travel-related expenses for scholarship recipients, ensuring their participation in this professional development opportunity.

Eligibility Criteria: To be eligible for the travel reimbursement, the scholarship recipient must meet the following criteria:

1. **Scholarship Award:** The educator must have been awarded a scholarship to attend the Jump\$tart National Educator Conference through the National application and selection process.
2. **First-Time Attendee:** The educator must be a first-time attendee of the Jump\$tart National Educator Conference.
3. **Conference Attendance:** The teacher must confirm their attendance at the Jump\$tart National Educator Conference.

Reimbursement Amount: The travel reimbursement will be capped at a maximum of \$500 per scholarship recipient. The amount will be determined yearly by the Mini-Grant Committee based on the location of the Jump\$tart National Conference.

Eligible Expenses: The reimbursement is intended to help cover the cost of reasonable travel expenses associated with attending the Jump\$tart National Educator Conference. Eligible expenses include, but are not limited to:

- Airfare or mileage (whichever is applicable)
- Pre- or post-conference accommodations (as needed)
- Ground Transportation (GSA mileage)
- Meals (GSA per diem)

Claim Process: To claim the travel reimbursement, scholarship recipients must adhere to the following process:

1. **Reimbursement Request:** Scholarship recipients must submit a reimbursement request, including an estimated expense report to the Mini-Grant Committee of the Jump\$tart Coalition of South Carolina.
2. **Deadline:** The reimbursement request must be submitted, along with supporting documents one month after the Jump\$tart National Educator Conference.
3. **Review and Approval:** The reimbursement request will be reviewed by the Mini-Grant Committee, and approval will be granted based on the accuracy and completeness of the documentation.
4. **Disbursement:** Once approved, the reimbursement amount will be disbursed by check within 30 days of approval.

Mini-Grant Committee: The Mini-Grant Committee is responsible for evaluating reimbursement requests. The committee will assess requests impartially and ensure the fair distribution of reimbursement.

Communication: All communication regarding the reimbursement process, including notification of approval or denial, will be conveyed to the reimbursement recipient via email.

These guidelines are subject to periodic review and may be revised as needed. Any updates will be communicated to the scholarship recipient promptly.