



**Californians Dedicated to Education Foundation (CDEF)
Travel Reimbursement Policy and Procedures
Winter of CS in San Diego on February 7-8, 2025**

This document provides comprehensive guidelines for travel reimbursement concerning the **2025 Winter of CS: STEAM Symposium Scholarships** including lodging, reimbursement basis, eligible expenses, etc. for participants with confirmed full and active participation. Workshop participants must have a completed, fully signed Participation Agreement to be eligible for a stipend and travel reimbursement. These policies ensure equitable treatment for participants while upholding budgetary control and responsible stewardship in the allocation of State funds.

Overview of In-Person 2025 Winter of CS: STEAM Symposium Scholarship Recipient Travel Logistics

1) Lodging

- a) Hotel accommodations for the **2025 Winter of CS: STEAM Symposium Scholarship Recipient** at the Town and Country San Diego from February 7 to February 8, 2025 will be directly paid for by the Californians Dedicated To Education Foundation (CDEF). Each participant will receive their own room.
- b) Participants with completed registrations will each receive their own hotel room. Hotel room reservations will be made by CDEF and confirmed with participants via email.
- c) Participants from the Far North Region (and similar remote areas) may be able to check in as early as Thursday, February 6, and check out on Sunday, February 9, to facilitate safe travels and avoid the need for late-night travel when returning home after the event, **pending hotel availability**. It is important to note that hotel costs will not be covered after the workshop/activity has concluded unless reasonable travel arrangements would result in participants returning home after 10:00 p.m. This policy encourages participants to make travel arrangements that prioritize safety and convenience while ensuring the responsible use of resources.



- d) Educators who wish to extend their stay beyond the Californians Dedicated To Education Foundation's (CDEF) allotted nights may do so at their own expense and must make their own arrangements with the hotel. It is important to note that this is considered a non-allowable expense and cannot be submitted for reimbursement.

2) Economy Travel

- a) Airfare: Airfare expenses will be reimbursed at the economy class rate. Verification requires submission of receipt(s).
- b) Mileage: Reimbursement will be based on the actual distance traveled from the individual's departure point (home or workplace) to the workshop venue, utilizing the IRS mileage rate for 2025, which stands at \$0.70 per mile. Verification requires submission of a pdf digital-print of the Google Map or other map application (not website links) showing the travel points and miles traveled. Toll fees are reimbursable, but a receipt is required. Gas expenses are not separately reimbursed and are deemed non-allowable expenses. Similarly, traffic tickets or fines are also considered non-allowable expenses.
- c) Parking: Airport or train station parking is only reimbursable at the airport or train station economy rate. Parking for one vehicle at the Town and Country Resort and Convention Center in San Diego can be applied to your room charges and will be paid for directly by the Californians Dedicated To Education Foundation (CDEF). Parking tickets are non-allowable expenses.
- d) Transportation costs, including shared ride services (e.g., Uber, Lyft, taxi), to and from the workshop venue, will be eligible for reimbursement solely for travel from participants' residence or airport/train station to the workshop location. For reimbursement of shared ride service, workshop attendees must submit a copy of an itemized receipt that shows the travel points, date of service, and expense breakdown.
- e) Rental vehicles are non-allowable expenses and cannot be submitted for reimbursement.

3) Scholarship Stipend



- a) The up to \$500 scholarship stipend for 2 days of 2025 STEAM Symposium workshop participation will be paid after [full and active participation](#) is confirmed by the Californians Dedicated To Education Foundation (CDEF).
- i) Stipend not to exceed \$500 for participation in **both** days.
 - ii) Full and active participation for **both** days is required for stipend eligibility.
 - iii) Participant must sign in/out as instructed by the Seasons of CS.
 - iv) Participant must opt in for payment, in accordance with the [eligibility requirements](#) outlined by the Seasons of CS.
 - v) No partial payments will be made for participants who do not fully and actively participate in **both** days.
- b) Meals/Incidentals: These are included in the stipend payment provided to participants and cannot be submitted for reimbursement. Examples of non-allowable expenses include: food expenses incurred during travel and/or during the workshop, alcoholic beverages, snacks or beverages, room service, and similar items.
- i) Please note: Participants not eligible for stipends will be responsible for covering their own incidental expenses.

Other non-allowable costs for 2025 Winter of CS: STEAM Symposium Scholarship Recipient's Travel Reimbursement

Per the requirements of the grant, the following is a list of non-allowable expenses. However, this list is not exhaustive, and any expenses comparable to these items will be considered non-allowable.

- In-room wifi (event wifi will be available at no-cost)
- Entertainment (even if sponsored by the event)
- Transportation to and from entertainment
- Leisure tours
- TV or movie rental
- Gifts
- Expenses for guests/spouses/family/friends are not reimbursable
- Travel costs to restaurants

Procedures for 2025 Winter of CS: STEAM Symposium Scholarship Recipient Travel Reimbursement

1. Californians Dedicated To Education Foundation (CDEF) will provide the **link** for Travel Reimbursement after the event has concluded and participants have been confirmed for



their full and active participation. Participants will fill out the reimbursement forms with all necessary details.

2. Upload all electronic (digital) copies of receipts and appropriate documentation. Files can be uploaded into the Travel Reimbursement form individually or in separate files. It does not have to be one compiled PDF document. Ensure that all receipts are itemized and are digital copies of actual receipts, and not credit card receipts or links to websites.
3. The deadline for submitting the reimbursement request is **within 2 weeks after receiving the link** for the Travel Reimbursement form.
4. Please note that reimbursement processing, verification of receipts, and confirmation of full and active participation may take 3 to 6 months.

Stipend Payments

Processing of stipend payments will be handled separately from the reimbursement process.

- 1) To support your participation in workshop offerings, CDE Foundation will be sending a W-9 form via DocuSign. Once your full and active participation has been verified by CDE Foundation, the form will be emailed to the address **you provided in your participant profile**. Completion of the W-9 is required for all participants who opt in or are eligible to receive a stipend. Please note that CDE Foundation cannot process stipend payments without the W-9, as we are required to report this information for tax purposes.
- 2) DocuSign provides all the necessary instructions on how to complete the W-9, including providing your legal name (as shown on your income tax return), mailing address, and social security number. Rest assured that DocuSign is a secure platform, and the personal information provided on the W-9 form is maintained securely.
- 3) Once CDE Foundation has confirmed the submission of your completed W-9, you will receive an email invitation from our accounting system called BILL, to the address **you provided in your participant profile**.



- **The only option available for stipend payments and travel reimbursements is e-payment.** To receive your stipend electronically, accept the BILL invitation within 2 weeks of receiving it in your inbox. Follow the instructions in the



subsequent email to provide your banking details. The e-payment will then be processed and sent directly to your bank.

NOTE: The invitation link in the BILL email will expire after 2 weeks. When the invitation link expires, you will no longer be eligible to receive an e-payment.

- 4) Stipends will be paid on a rolling basis. If you have not received your stipend payments by June 30, 2025, please complete the following Inquiry Form from the Seasons of CS website: <https://forms.seasonsofcs.org/stipendinquiry>

For further inquiries, we encourage you to visit our website's FAQ page. You can find additional information and answers to common questions at <https://www.seasonsofcs.org/faq>.