2025 Fall Summit | Reimbursement Policy

Overview

This reimbursement policy is related to the reimbursement of travel expenses incurred in connection with travel for the PATH 2025 Fall Summit in Memphis, TN.

When incurring business expenses, employees should seek to incur the lowest reasonable travel and other expenses and exercise care to avoid impropriety or the appearance of impropriety.

Process and Timeline

All October 2025 Fall Summit Receipts must be submitted by **5 PM ET on Wednesday, November 5, 2025.** We will not be able to process reimbursements for receipts submitted after November 5th. **Reimbursements submitted on time and with all correct information and within policy will be processed by December 1, 2025.** For reimbursements that require follow up, please anticipate an additional 5-8 business days.

Proper documentation includes original receipt and/booking confirmation for travel.

Submitting your reimbursement:

- Gather all required documentation
- Use the reimbursement form to submit all information and documentation
- Our partners at Treaty Oak will reach out to the person who can provide banking information for funds disbursement to set up their account in the system. For faster processing, please ensure you provide accurate contact information in the submission form for the person who can complete this registration process, including banking details.
- Once banking information is in the system, your reimbursements will be processed and disbursed.

If you have any questions, please reach out to events@higheredequitynetwork.org.

Permissible Travel Expenses for 2025 Fall Summit

Permissible travel expenses for the 2025 Fall Summit include airfare, baggage fees, mileage for use of a personal automobile, rental car, approved meals not covered during the convening, parking, tolls, and rideshare apps.

Please see below for additional details.

During the convening, the following meals will be covered.
10/20/2025 dinner
10/21/2025 breakfast and lunch

If you purchase breakfast or dinner while traveling to or from your home destination or the meeting location, you can get reimbursed. However, alcohol expenses will not be covered. Please follow the U.S. General Services Administration Meals breakdown located here.

Airfare

Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Airfare that exceeds $600 requires approval from the HEEN Network Management Team.

Travelers are encouraged to book flights at least 30 days in advance or as soon as practicable to avoid premium airfare pricing. Business and first-class tickets are not reimbursable. A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating.

Personal Vehicles

Reimbursement for use of a personal automobile is based on the U.S. General Services Administration mileage rate here.

Business mileage is reimbursable for travel if the traveler is local to the meeting location.

Parking/ Tolls/ Miscellaneous Transportation

Original receipts are required for parking fees (including airport parking) and tolls, as well as for taxis, buses, subways, metro, ferry, rideshare apps, and other modes of transportation, for each occurrence.

Non-Permissible Travel Expenses

The following items that may be associated with business travel will not be reimbursed

- Airline club memberships
- Airline upgrades
- Business class or first class for all flights
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion
- Clothing expenses
- Haircuts and personal grooming
- Laundry and dry cleaning
- Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities, and related incidental costs
- Travel accident insurance premiums or purchase of additional travel insurance
- Other expenses not directly related to business travel