



**Californians Dedicated to Education Foundation (CDEF)
Travel Reimbursement Policy and Procedures
CSPDWeek in Anaheim on June 23-27, 2025**

This document provides comprehensive guidelines for travel reimbursement concerning the **2025 Summer of CS: CSPDWeek**. It covers lodging, reimbursement basis, eligible expenses, and more 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 CSPDWeek Travel Logistics

1) Lodging

- a) Hotel accommodations for CSPDWeek at the Anaheim Marriott from June 23, 2025, to June 27, 2025 will be directly paid for by the CDE Foundation. Each participant will be housed in their own room.
- b) Participants with completed CSPDWeek workshop registrations will receive a Hotel Reservation and Instruction email with a link that provides access to the hotel reservation portal, enabling them to book their own hotel room.
- c) Participants from the Far North Region (and similar remote areas) may be able to check in as early as Sunday, June 22, 2025, and check out on Saturday, June 28, 2025, to facilitate safe travels and avoid the need for late-night travel when returning home after the event. Participants in this category will be required to submit a Hotel Exceptions form, which will be included in the Hotel Reservation and Instruction email. 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 CDE Foundation's 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. Checked baggage fees will be reimbursed for up to 1 bag at the economy class rate for up to \$120 (round trip).
- 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 parking is only reimbursable at the airport economy rate. Parking for one vehicle at the Anaheim Marriott can be applied to your room charges and will be paid for directly by CDE Foundation. 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' residences or airports 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) Stipend

- a) The \$250 daily stipend for 5 days of CSPDWeek workshop participation will be paid after full and active participation is confirmed by workshop facilitators. This daily stipend also includes the following pre-workshop activities to be completed prior to attending in-person workshops (which contribute to the 30-hour professional development hours to be completed):
 - i) Summer of CS Kick-off event on June 2, 2025, from 4 - 5:30 pm.
 - ii) 90-minute asynchronous activity as assigned by the CSPDWeek workshop facilitator during the Summer of CS Kick-off event.



- 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, alcoholic beverages, snacks or beverages outside of workshop meals, and similar items.

Other non-allowable costs associated with workshop travel reimbursement

Per the requirements of the Educator Workforce Investment 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.

- Airfare upgrades
- Entertainment (even if sponsored by the event)
- Expenses for guests/spouses/family/friends are not reimbursable
- Gifts
- Leisure tours
- Ride share cancellation fees or upgrade fees
- Transportation to and from entertainment
- TV or movie rental

Procedures for Workshop Travel Reimbursement

1. Californians Dedicated To Education Foundation (CDEF) will provide the **link** for Travel Reimbursement after the workshop has been concluded by the COE CS Champions and participants have been confirmed for their full and active participation. Participants will fill out these pages 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, not credit card receipts or links to websites.
3. The deadline for submitting the reimbursement request is **July 3, 2025** for the Travel Reimbursement form.
4. Stipends and travel reimbursements will **only** be distributed via electronic payment. If a participant requires a different form of payment, please note any accommodations will require written consent from the participant and may delay the payment process.



 **Important!** No stipend and travel reimbursement payments will be distributed after the Educator Workforce Investment grant ends on September 30, 2025. No exceptions will be made.

5. Reimbursement processing, verification of receipts, and facilitators' confirmation of full and active participation may take until September 30, 2025.

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 your facilitator, the form will be emailed to the address you used during workshop registration. 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, which will provide you with options on how to receive your stipend payments.



- **E-Payment:** To receive your stipend electronically, accept the BILL invitation by **July 15, 2025**. 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 and will need to reach out to stipends@cdefoundation.org to resend the invitation link. To ensure timely processing, all payments will be made via e-payment. This



method allows us to distribute funds efficiently and meet the grant's final deadline of **September 30, 2025**.

- 4) W-9 must be submitted and e-payment must be set up **no later than July 15, 2025**, to receive your stipend. W-9s not received by this deadline, or payments not set up for e-payment by this deadline, will no longer be eligible for payment.
- 5) If you have any questions regarding these policies, please complete the following Inquiry form from the Seasons of CS website: <https://forms.seasonsofcs.org/stipendinginquiry>.

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>.