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| --- | --- | --- | --- | --- | --- |
| **Date** | **Event** | **Allowable/ Unallowable** | **Notes** | **Allowable Cost** | **Unallowable Cost** |
| Travel | Flights, shuttle to/from your lodging, etc. |  | Travel is allowable, if you are attending Leadership Summit, Relations with the Department of Ed Seminar and/or additional workshops or trainings on Thursday March 23. If you are ***only*** attending the Legislative Conference and Capitol Hill meetings, travel costs are **un**allowable.  Transportation costs (cabs, shuttles, etc) on March 21 or March 22 are **un**allowable. |  |  |
| Sun., 3/19 | Leadership Summit | Allowable | $605 early bird/$740  This is the cost if you attend Leadership Summit, Relations with Dept of Ed, and Legislative Conference |  |  |
| Mon., 3/20 | Relations with the Department of Ed Seminar | Allowable | $455 early bird/$540  Note: For lodging to be an allowable cost on 3/20, you must attend the Relations with the Department of Ed Seminar |  |  |
| Tues., 3/21 | Legislative Conference | **Un**allowable | * Meals on this day are an **un**allowable cost. * Lodging on 3/21 is an **un**allowable cost. * $165 early bird/$185 (cost if you sign up for Leadership Summit and/or Relations w/ ED) |  |  |
| Wed., 3/22 | Capitol Hill meetings | **Un**allowable | * Meals on this day are an **un**allowable cost. * If you are *not* attending any other workshop or training after Policy Seminar, lodging for 3/22 will be an **un**allowable cost. * If you are attending any in-person events outside of Policy that COE is offering, lodging on 3/22 will be counted as an allowable cost. |  |  |
| Thurs., 3/23 | COE Program Effectiveness Workshop  -OR-  COE Priority 6 Training for New Directors | Allowable | Note: This is separate from Policy Seminar events. Program Effectiveness costs an additional $250/individual, Priority Training 6 is free. Both require advance registration. See COE website for more details. |  |  |
| **Totals** | | | |  |  |

Use the allowable/unallowable columns to estimate your costs for each day. Include flights, meals, lodging, transportation costs, etc.

Early bird rates end Jan. 31. You can also save money as a newcomer when you register with someone who attended Policy in 2022. To bundle with a newcomer to receive a discount access the paper form here: <https://coenet.org/wp-content/uploads/2022/12/Registration-Brochure-Policy-Seminar-2023_121322.pdf>

The federal Per Diem rate for meals and incidentals in Washington DC is $79/day.   
<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results/?action=perdiems_report&state=DC&fiscal_year=2023&zip=&city=>

Please consult your institution for travel policies.

More information at COE’s website:

* Policy <https://coenet.org/policy-seminar/>
* Priority 6 Training for New Directors <https://coenet.org/conferences-events/p6-manager-institute-for-new-trio-directors-2/>
* Program Effectiveness Workshop <https://coenet.org/conferences-events/become-a-higher-ed-whisperer-let-coe-help-you-demonstrate-program-effectiveness-using-best-practices/>