

WPPI Energy Guidelines for Conference Travel Expenses

WPPI will pay directly or reimburse scholarship recipients for reasonable and necessary expenses incurred in connection with specified approved American Public Power Association conferences. (Other conferences may be considered and approved by staff.)

Reimbursable costs include:

- **Conference Registration.** WPPI will pay the cost of attending the conference. Any costs for pre-conference or seminar sessions will be borne by the attendee without reimbursement from WPPI.
- **Lodging.** WPPI will pay the cost incurred for a single, standard occupancy room for a maximum of three nights within the conference duration dates (typically Sunday, Monday and Tuesday nights.) The cost for any additional nights will be the responsibility of the attendee. When possible, a government rate should be sought.

Attendees may book their own lodging and submit for reimbursement or work with WPPI to arrange for direct billing with the conference hotel. WPPI requires conference attendees to supply receipts for all costs.

- **Airfare.** WPPI will pay for the cost of airfare or driving mileage (if reasonably close) for the scholarship recipient to travel to the conference city. A stipend will be offered for any other transportation needs such as cab fare or rental car. Air travel may be coordinated and/or arranged through WPPI on a least-cost basis. If air travel is arranged by the attendee, the cost may be questioned and may be disallowed if determined to be unreasonable by WPPI. Frequent flyer miles obtained on travel may be retained by the conference attendee for the attendee's benefit.
- **Stipend.** In lieu of reimbursement for other travel costs, recipients will receive a \$250 stipend check in advance of the trip for use on other costs like transportation (taxi, shuttle, ride share or car rental) and meals outside of what is provided through the conference.

To Seek Reimbursement

WPPI requires that receipts for all costs be submitted to the WPPI accounting department (wppi_accounting@wppienergy.org) for reimbursement within 30 days of travel. Scholarship recipients must provide a report substantiating the amount, date, use and business purpose of the expenses. Scanned original receipts must be submitted with the report regardless of the amount of the expense.

It is the conference attendee's responsibility to be sure that any expense reimbursements submitted are consistent with the above guidelines. If an exception is sought, that exception should be identified and approved or denied by WPPI.