

National Cybersecurity Education Colloquium Travel Assistance Policies and Procedures

Travel assistance is available to CAE faculty points of contact with funds provided by the CAE Community through the National Security Agency grant #H98230-22-1-0316. If approved, the CAE Community team will reach out to you with the specifics.

Travel assistance is up to \$1200, and may cover lodging nights based on confirmed event attendance (must attach ticket(s)), round trip airfare (economy booking only, upgrades such as business/first class and early bird check in are not covered), one checked bag (round trip), and ground transportation to and from the airport to the hotel/conference center. If you are driving to the venue, 50 miles or further—federal government mileage (not rounded) is reimbursable.

Covered ground transportation types:

- Taxi
- Uber/Lyft
- Shuttles
- Train
- Bus

****Note rental cars are not covered, nor any fees associated with rental car charges.***

Other travel assistance information:

- Itemized receipts for hotel, airfare, checked bag, ground transportation, where applicable
- ***Receipts must show a zero balance*** and show payment information (ie., paid by Visa 1234)
- Meals are ***not*** eligible for reimbursement
- Reimbursement can ***only*** be made to the approved traveler, it ***cannot*** be reimbursed to your institution
- ***Approved traveler's name must appear*** on receipts, where applicable

Your claim may be denied IF:

- Approved traveler's name does ***NOT*** appear on receipts, where applicable (ie., you use a spouse's credit card and their name shows on the receipt)
- You do not comply with policies such as attendance validation, where applicable
- If you book via a travel agency or online booking agent, and you are unable to obtain an itemized receipt
- You are not an eligible invited participant

If approved, please expect an email from events@caecommunity.org over the next few weeks with directions on how to process your travel assistance request.

If you have further questions please email us at events@caecommunity.org