

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 <i>only</i> attending the Legislative Conference and Capitol Hill meetings, travel costs are <u>unallowable</u> . Transportation costs (cabs, shuttles, etc) on March 21 or March 22 are <u>unallowable</u> .		
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	<u>Unallowable</u>	<ul style="list-style-type: none"> Meals on this day are an <u>unallowable</u> cost. Lodging on 3/21 is an <u>unallowable</u> cost. \$165 early bird/\$185 (cost if you sign up for Leadership Summit and/or Relations w/ ED) 		
Wed., 3/22	Capitol Hill meetings	<u>Unallowable</u>	<ul style="list-style-type: none"> Meals on this day are an <u>unallowable</u> cost. If you are <i>not</i> attending any other workshop or training after Policy Seminar, lodging for 3/22 will be an <u>unallowable</u> 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/>