

Information for Conference Grant and Scholarship Recipients

Congratulations! We hope you will get a lot out of your CUPA-HR conference experience!

This document includes information to clarify how your grant or scholarship can be used, how to register, and how to get reimbursed for expenses not billed directly to CUPA-HR.

What Is Covered by Your Grant or Scholarship

Billed directly to CUPA-HR:

- Early registration fee, including pre-conference workshop fees (if you choose to register for one)
- Hotel accommodations in the conference hotel for the dates of the conference (usually three nights)

After registration and hotel, the remaining grant or scholarship funds may be used for the following expenses. These expenses will be reimbursed after the conference.

- Round-Trip Transportation for the conference (examples: airfare, car mileage, taxi, shuttle)
- Baggage fees (one checked bag each way)
- Meals not included in the registration fee (these are reimbursed based on actual expenses rather than on a per diem basis, so please keep your receipts)
- Other travel expenses related directly to conference attendance (at CUPA-HR's discretion)

For additional information, please see the Other Information and Policies section below.

Registering for Your Event

To register as a grant or scholarship recipient, please call our registrar, **Beth Humphrey, at 877-287-2474**. We ask that you register at your earliest convenience and prior to the early registration deadline. Please be prepared to provide your arrival and departure dates as well.

Arranging for Hotel Accommodations

In order to add you to CUPA-HR's master bill for the conference hotel, we need to know your arrival and departure dates. We will book your room for the entire length of your stay, including additional nights you intend to pay for yourself.

Special Requests. Please be sure to provide any special requests you have regarding your hotel room when you contact Beth to register for the conference. Not all requests can be accommodated, but we do submit them to the hotel.

Confirmation. About two weeks prior to the conference, you will receive an e-mail with the confirmation number for your hotel reservation.

When you check in, the hotel will request that you provide a credit card. This is to cover incidentals and additional nights not covered by CUPA-HR.

Completing Your Expense Report

CUPA-HR's Expense Report can be downloaded here:

http://www.cupahr.org/awards/grants/files/2011_12_CUPA-HR_Expense_Report.xls

Please complete the report, attach your receipts, and e-mail to <mailto:accounting@cupahr.org> or mail to:

Accounting
CUPA-HR
1811 Commons Point Drive
Knoxville, TN 37932

Under most circumstances, your reimbursement check will be mailed within two weeks of receiving your completed expense report.

If you have questions regarding your expense report, please contact:

- [Gayle Kiser](#) for national conference grants (to regional or national events)
- [Sara Lewis](#) for community college scholarships
- [Lisa Hayden](#) for conference grants, grand prizes and scholarships awarded by the Southern or Eastern Region
- [Shiona Christensen](#) for conference grants, grand prizes and scholarships awarded by the Midwest or Western Region

Other Information and Policies

Car Rentals. Occasionally, CUPA-HR receives a request from a grant recipient who does not need hotel accommodations, but will need to rent a car to travel to and from the conference each day. Under these circumstances, the cost of the car rental may be reimbursed up to \$80 per day. Prior approval must be obtained before the conference.

Additional Hotel Nights. Additional nights may be covered by the grant or scholarship under the following circumstances:

- You have registered for a CUPA-HR preconference workshop or program that necessitates arrival at the conference the day before.
- You are flying from a time zone and location that make same-day arrival difficult or impossible.

Prior approval must be obtained before the conference. Please discuss with the registrar when you call to register for the conference.

Airfare Reimbursement. Airfare will be reimbursed after the conference. If this poses a problem for you, please let us know when you call to register.