



2026 Conference Travel and Accommodation Policy for Network Members Living Outside of the D.C. Metro Area

Current 2026 Fellows:

The Foundation offers:

- Full reimbursement for roundtrip economy flights or rail fares
- Hotel stay for up to two nights (Thursday, Sept. 17th and/or Friday, Sept. 18th) within the Foundation's official hotel room block. (Room and tax only covered.)

All other Alumni:

The Foundation offers:

- Hotel stay for up to two nights (Thursday, Sept. 17th and/or Friday, Sept. 18th) within the Foundation's hotel room block. (Room and tax only covered.)
- If you or your employer are able to cover your hotel stay, the Foundation greatly appreciates your own coverage, as it helps us extend assistance to additional attendees.

Fellows 0-3 Years post Fellowship year and first-time attendees*:

(2023, 2024 or 2025 Fellowship year) Recent graduates are eligible for an optional travel reimbursement of up to \$300 toward eligible roundtrip economy airfare or rail fares. Attendees will be reimbursed for fares up to \$300 and are responsible for any remaining travel costs exceeding the \$300 reimbursement limit.

Please email Evelyn at evelyn@rumsfeldfoundation.org to **request a travel reimbursement form** which must be used to submit your receipts. Completed forms are due by Sept 17th. Reimbursements will be mailed via check by September 30th.

*First-time conference attendees, regardless of Fellowship year, are also eligible for this optional travel support.

Additional Financial Aid:

The Foundation is eager to support your attendance and if additional financial assistance would make a meaningful difference in your ability to attend, we are pleased to offer further travel stipends for attendees more than 3 years past their Fellowship year. Please email Evelyn at evelyn@rumsfeldfoundation.org to request a financial aid form.

Important Stipulations:

- In order to receive lodging coverage and/or a travel stipend, **attendees are expected to participate in the majority of scheduled daytime conference programming.**
- Flights or trains must be booked **by September 4th** (the RSVP deadline). Please submit your receipts along with your completed reimbursement form to Evelyn via email at: evelyn@rumsfeldfoundation.org by **Sept 17th**.
- The Foundation does not reimburse incidental travel expenses or upgrades, including travel insurance, mileage, airport or train station parking, rideshare or taxi fares, checked baggage fees, seat selection fees, meals during travel, hotel parking, or travel expenses for guests or spouses.
- In order to have your hotel stay covered, attendees must stay within the official hotel room block.

Requesting your Hotel Room:

- Please fill out [this form](#) by **August 17** to request your hotel room accommodations within our block at the Kimpton Banneker. The Foundation will coordinate your reservation within our conference room block and will follow up with your confirmation. A personal credit card will be required at check-in to cover any incidental charges.