



2025 Conference Travel and Accommodation Policy - Advisers

For all Advisers living outside of the Washington, D.C. area, the Foundation offers *optional* economy flight or train fare reimbursement. In addition, the Foundation offers coverage for up to two nights' lodging for Thursday, Sept. 18th and/or Friday, Sept. 19th within our hotel room block.

- Economy flights or trains must be booked **by Sept. 5th** (the RSVP deadline). Please submit receipts along with the reimbursement form to Evelyn via email at: evelyn@rumsfeldfoundation.org.
- The Foundation has arranged a room block at the [Courtyard Washington – DuPont Circle](#) for conference attendees traveling from out of town available for Thursday, Sept. 18th and Friday, Sept. 19th. The Foundation offers to cover rooms for Thursday, the 18th and/or Friday, the 19th for out-of-town attendees, however, **all attendees are responsible for making their own reservation in the block.**
- To book your lodging at the Courtyard Washington – DuPont, use [this booking link](#). **Rooms must be reserved by September 5th to be covered by the Foundation.**
- Any incidental expenses (e.g., travel insurance, gas, travel and parking fees to and from airports or train stations, checked baggage fees, seat selection fees, spouse's travel, hotel parking, etc.) will not be covered by the Foundation.

Important Notes:

- Flight or train fare receipts must be accompanied by a completed reimbursement form and submitted by September 30th to Evelyn at evelyn@rumsfeldfoundation.org. Reimbursement checks will be distributed by mail.
- Travel reimbursement is only an option for Fellows, Alumni and Advisers that live outside of the Washington, D.C. metropolitan area. Attendees living within the [Washington metropolitan area](#) will not be reimbursed for cabs, Ubers, metro, parking, etc.
- Meals outside of the official conference activities will not be reimbursed by the Foundation.
- In order to have lodging covered, attendees must stay within the official hotel room block (or at less-expensive lodging.)