



2025 Conference Travel and Accommodation Policy

All Fellowship Alumni: For all alumni living outside of the Washington, D.C. area, the Foundation offers *optional* flight or train fare reimbursement up to \$250. 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.

- In order to receive travel reimbursement and/or lodging coverage, **alumni must attend the majority of daytime conference sessions.**
- 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.**
- Alumni who have further financial need towards airfare may apply for additional support. Email Evelyn at evelyn@rumsfeldfoundation.org to request a brief financial aid application. To be considered, completed applications are due no later than **Friday, August 29th**.
- If approved for additional financial support, the Foundation will reimburse for economy fare flights or trains booked by September 5th.
- 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@rumseldfoundation.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.)