



**Reimbursement Policies for NSCDA Scholarship Recipients  
ONLY for NSCDA Committee Scholarship Winners**

**Congratulations!** Your scholarship for the NSCDA Congressional Seminar is provided by the generous donations of NSCDA members. The NSCDA Committee scholarship covers your full Seminar tuition for the Congressional Seminar in Washington, D.C., June 24-28, 2024, and as much as \$600 in support of your expenses incurred in travel to the seminar.

**To receive payment**, submit the Congressional Seminar Check Request Form together with all receipts to NSCDA staff. Check requests must be submitted as scanned documents via email, including copies of all receipts. **Credit card statements are not considered receipts.**

***Note: Participants' reimbursements will be processed at the conclusion of the Congressional Seminar. Check requests may be submitted earlier, but none will be processed until the seminar has concluded.***

**Guidelines** for what is reimbursable by NSCDA to participants in the Congressional Seminar within their \$600 allocation:

- A roundtrip, coach-class airline ticket. (no business or 1<sup>st</sup>-class fares and no overnight layovers)
- One checked bag. (Fees for additional checked luggage are not reimbursable)
- Roundtrip, reserved seats in coach on trains (no Acela or sleep-car fares)
- U.S. government reimbursement mileage rates for use of automobiles for travel to the Congressional Seminar.
- Trip insurance.

