



THE LEADERSHIP ALLIANCE

Faculty Grant Writing Coaching Group

**FREQUENTLY ANSWERED QUESTIONS &
INFORMATION ON REIMBURSEMENT**



WHEN IS THE NEXT WORKSHOP?

July 28-29, 2022

WHERE IS IT TAKING PLACE?

Hartford Marriott, Hartford, Connecticut

HOW CAN I SIGN UP TO PARTICIPATE?

Link will be provided 2 months prior to the event.

WHAT TIME DOES THE PROGRAM BEGIN?

It begins at 5 pm on July 28 with registration and dinner and ends on July 29 at 1 pm.

WHO MAKES THE TRAVEL ARRANGEMENTS?

You are responsible for making your own travel arrangements. The Leadership Alliance will reimburse you after the workshop is complete. All participants should seek the most cost-effective mode of transportation and book travel early to obtain best fares/rates. All travel must be booked at least 4 weeks in advance of the workshop.

HOW DO I MAKE MY HOTEL RESERVATION?

The Leadership Alliance will pay for **one-night room and tax only** at the Hartford Marriott. We will also provide a booking link to the Marriott.



WHAT AIRPORT SHOULD I FLY INTO?

Bradley Airport (BDL)

DOES AMTRAK SERVICE THE HARTFORD, CT AREA?

Amtrak does service the Hartford, CT area. There is a free shuttle that loops the city making stops at the train station and the Marriott. Click for more information about [DASH shuttle](#).

HOW FAR IS THE AIRPORT FROM THE HOTEL?

It is about 30-45 minutes from the hotel depending on traffic.

HOW DO I GET TO THE HOTEL FROM THE AIRPORT?

We recommend that you utilize the following services:

- [Airport express Limo](#)
- [CT Transit Bradley flyer #30 \\$1.75 one way](#)
- Uber or LYFT

WILL THE LEADERSHIP ALLIANCE REIMBURSE ME?

Travelers should email Maria_DoVale@Brown.edu by August 30. See the reimbursement policy below.



REIMBURSEMENT POLICY

Expenses Covered

- Ground transportation to and from the event, airport, or train station
- Airfare or train fare (Up to \$500, coach only)
- Amtrak regional service only, **no Acela** allowed
- One (1) bag fee will be covered
- Mileage (personal car use only) or rental car rate and gas
- Parking fees
- Hotel accommodations
- Travel must be purchased 4 weeks prior to start of the event

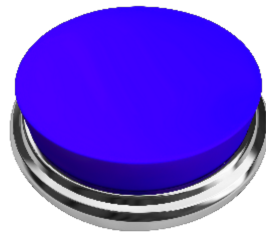
Expenses Not Covered

- If you will not be departing from and returning to the same location, please contact Maria DoVale at Maria_DoVale@brown.edu before booking your travel and provide a sample itinerary showing the fare for a round-trip ticket from and returning to the same destination. The Leadership Alliance will reimburse the cost of the round-trip ticket or the cost of the less expensive itinerary.
- The Alliance is **unable** to reimburse expenses without a receipt. Credit card statements **may not** be submitted in lieu of lost receipts.
- If you are requesting reimbursement for personal car mileage, please provide a Google or Mapquest map showing your point of origin, destination, and miles traveled.
- If you purchase food while traveling to/from the conference, this expense **is not covered**.
- Seat upgrades or early boarding fees (must purchase main cabin seating).
- Incidental purchases at the hotel.



Policy Set by Brown University

Before reimbursements may be processed, the accounting department at Brown University requires everyone to complete a supplier/vendor form via the secure link. Click the button below.



Any questions contact Maria_DoVale@brown.edu