

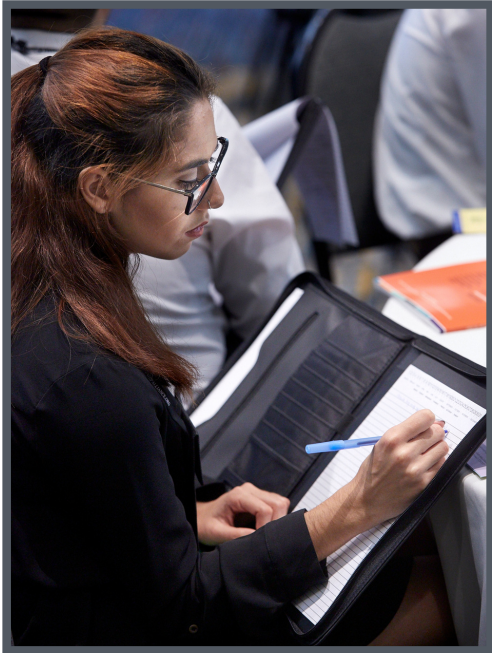
INFORMATION ON WHAT TO EXPECT  
AND WHAT EXPENSES ARE COVERED

# THE LEADERSHIP ALLIANCE

## Career Development Workshop

---





## What to Expect

---

The workshop will feature talks and brief presentations focusing on a variety of career pathways. In addition to the speakers, Professional Career Mentors will be invited to share their experiences and provide career advice to participants. Speakers and Mentors will represent a variety of professions including:

- Academia
- Consulting
- Government and Policy
- Higher Education Administration
- Industry
- Non-profit

The Leadership Alliance will cover travel (up to \$500 roundtrip) and hotel (room & tax only) for all attendees. For more information, visit the reimbursement policy page.



## Expenses Covered

- Ground transportation to and from the event, airport, or train station
- Airfare or train fare (Up to \$500 roundtrip, 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 by July 3

---

## 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](mailto: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](mailto:Maria_DoVale@brown.edu)