



Guest Travel Reimbursement Information

Event: Centers, Institutes, and Labs of Democracy: Supporting Civic Learning and Engagement on College Campuses and Beyond

Date: April 23-25, 2026

Overview

To support our invited guests traveling from outside the local area, RDL will provide travel reimbursement in accordance with Rutgers University policy.

Hotel accommodation and local transportation during the event are being arranged separately. The information below applies **only to travel to and from your home city**.

Eligible Travel Expenses

Guests may request reimbursement for **reasonable, necessary travel expenses** incurred to attend the **RDL Consortium**.

Reimbursable expenses include: Economy (coach) airfare; Train travel (coach class only); Mileage for use of a personal vehicle (reimbursed at the IRS mileage rate); Airport parking; Ground transportation to and from the airport only (e.g., Uber, Lyft, taxis).

Expenses that are not reimbursable include: Meals (meals will be provided during the conference); Lodging (hotel accommodations are provided separately); Local transportation not related to airport travel; Seat upgrades or premium airfare classes; Travel insurance; Incidentals or companion travel.

All travel must comply with the Rutgers University Travel and Business Expense Policy.

How Reimbursement Works

1. Guests arrange and pay for their own travel to and from the event.
2. After the event, guests will receive information about reimbursement instructions and required forms.
3. RDL will review submissions and process reimbursements on behalf of guests.



Reimbursements are issued by Rutgers University using its approved payment system.

Important Notes

- Receipts are required for all reimbursement requests.
 - Only expenses directly related to travel to and from the event are eligible.
 - Reimbursement requests must be submitted within the timeframe specified in the post-event instructions.
 - Submission of reimbursement materials does not guarantee payment if expenses do not meet policy requirements.
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Questions

If you have questions about travel reimbursement, please contact:

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This information is provided for planning purposes and reflects current Rutgers University travel reimbursement policies. Final reimbursement determinations are subject to policy compliance and internal review.