

## How To Allocate Costs Associated with the 2024 COE Policy Seminar

Please use the charts below to assist you in allocating costs appropriately between grant funds (Leadership Summit, Seminar on Relations with the U.S. Department of Education (ED Seminar)) and institutional/other funds (Legislative Conference). For more information about the Policy Seminar, please visit [coenet.org/policy-seminar](http://coenet.org/policy-seminar).

REGULAR REGISTRATION *(begins on Saturday, February 3, 2024)*

	Leadership Summit	Seminar on Relations with ED	Legislative Conference
<b>For Institutional Members</b>	\$250	\$675	\$190
<b>For Nonmembers</b>	\$250	\$800	\$195

	TRIO grants can pay for the following:	Other resources must cover the following:
<b>Transportation to and from Washington, D.C.</b>	Airfare, train fare, car rental, mileage to travel to and from Washington, D.C., <b>if you are attending more than just Legislative Conference</b>	Travel if you are only coming to the <b>Legislative Conference</b> (Tuesday and Wednesday)
<b>Hotel</b>	Hotel on days dedicated to <b>Leadership Summit</b> and <b>Seminar on Relations with ED</b> (Saturday evening through Monday evening)	Hotel days dedicated to the <b>Legislative Conference</b> (Tuesday and Wednesday evenings) <i>Note: If you attend a COE seminar on Thursday, you can cover Wednesday night hotel costs with program funds.</i>
<b>Paid Staff Time</b>	Activities <b>during Leadership Summit, Seminar on Relations with ED</b> , and, if applicable, a COE seminar.	If attendees are paid only with grant funds, you must take vacation days during the <b>Legislative Conference</b> on Tuesday and Wednesday.
<b>Ground Transportation</b>	Cab rides, shuttles, ride-shares, etc., to and from the hotel (to the airport, train station, etc.) for Saturday through Monday	Cab rides, shuttles, ride-shares, etc., on <b>Legislative Conference</b> for Tuesday and Wednesday
<b>Meals</b>	Meals (not otherwise included in registration) on Sunday ( <b>Leadership Summit</b> ) and Monday ( <b>Seminar on Relations with ED</b> )	Meals (not otherwise included in registration) for Tuesday and Wednesday ( <b>Legislative Conference</b> )