

EAS Scholarship Fund

Expense & Reimbursement Policy for Applicants and Awardees

Purpose

This policy explains what expenses the scholarship covers, how to document and submit expenses, and the conditions that must be met before reimbursement is issued. All applicants agree to these terms when they submit an application, and all awardees must follow this policy to receive payment.

Approved Expenses

Approved expenses vary by award tier. Only expenses listed below are eligible for reimbursement or covered under the scholarship.

Expense Category	Full Scholarship (up to \$1,500)
EAS Registration Fee	Covered in Full (\$225 value)
Airfare	Coach/economy class only, booked at the lowest reasonably available fare
Mileage (if driving)	Reimbursed at the current IRS standard mileage rate, round trip
Lodging	Up to 3 nights at the Summit host hotel or a comparable rate
Meals	Meals outside of those provided by the conference are not covered by this scholarship
Travel/Lodging Stipend	N/A - covered as itemized above

Notes:

- All amounts are maximums, not guarantees. Reimbursement is limited to actual costs incurred, up to \$1,500.

Non-Reimbursable Expenses

The following are not covered under any award tier:

- Business/first-class airfare or upgrades of any kind
- Alcohol
- Entertainment, personal travel extensions, or side trips
- Travel companion or guest costs
- Rental cars, ride-share, parking, or airport transfers not required to reach the EAS venue
- Incidentals not related to EAS attendance (e.g., room service, minibar, laundry)
- Any expense incurred before award notification or after the reimbursement submission deadline

Receipt & Expense Submission Requirements

To be reimbursed awardees must submit the following within 30 days after the conclusion EAS:

1. An itemized expense report listing each expense by category (airfare/mileage, lodging, meals)
2. Itemized receipts for airfare, lodging, and any other itemized expense (credit card statements alone are not sufficient, receipts must show vendor, date, and amount)
3. For mileage, starting and ending address and total round-trip miles driven
4. A mailing address for reimbursement payment via check.

Submissions should be completed using [this form](#). Incomplete submissions will be returned for correction, which may delay payment.

Attendance & Engagement Confirmation (Condition of Reimbursement)

Reimbursement is contingent on confirmed attendance and engagement at EAS, not merely registration. Before any payment is issued, the AAA will confirm:

- Conference check-in / on-site registration at EAS
- Attendance at the sessions
- Submission of the required post-conference reflection

No reimbursement will be processed until all of the above are confirmed. If an awardee registered but does not attend, or attends only partially without prior agreement, the award may be reduced, denied, or the awardee may be asked to return any funds already advanced (e.g., a pre-paid registration).

Post-Conference Requirements

In addition to expense documentation, awardees must, within 30 days of EAS:

1. Submit a brief written or short video reflection summarizing the key takeaways and how they plan to apply them within their state association.
2. Confirm willingness to be acknowledged publicly as a scholarship recipient (name, state, photo), or opt out in writing.

Reflections, both written and video, may be used by AAA and the broader EAS coalition in program reporting and recognition materials.

Reimbursement Timing

Step	Timing
EAS Concludes	—
Deadline to submit expense report, receipts, and reflection	Within 30 days of EAS completion
Attendance & engagement confirmation completed	Within 10 business days of full submission
Reimbursement issued	Within 15 business days of confirmation

Incomplete or late submissions may delay or forfeit reimbursement. Extensions may be granted on a case-by-case basis for documented extenuating circumstances. Contact hello@ambulance.org as soon as possible if you anticipate a delay.

Questions

Questions about approved expenses, documentation, or reimbursement status should be directed to hello@ambulance.org before incurring costs whenever possible, to confirm an expense is eligible.

By accepting this scholarship, the awardee acknowledges that they have read and agree to this policy.