



COSLA + ALA State eRate Coordinator 2024 Forum

November 6-8, 2024 | Nashville, TN

Attendee Reimbursement FAQ

Do I have to pay for my hotel?

COSLA will pay for all of the reserved nights and rooms for one representative from each state; you will not need to pay for your hotel reservation if you are the single or the designated representative from your state.

Do I have to pay for my hotel parking?

You should indicate that you have parked a car when you check in; COSLA will take care of paying that when they settle the group bill with Hampton Inn. If you do *not* park a car at the hotel, we kindly ask that you review your hotel receipt to make sure we are not charged for parking that is not used.

Then why might they ask for a credit card at the hotel?

The hotel may ask for a personal credit card for incidental charges.

Will I have to pay for my breakfasts?

Breakfast will be [included in your hotel stay](#) on Wednesday, Thursday, and Friday. Breakfast en route to and from Nashville is reimbursable.

Will I have to pay for my lunches?

COSLA will order and pay for lunches on Wednesday, Thursday, and Friday per your [indicated lunch selections](#). Lunch en route to and from Nashville is reimbursable.

What might I have to pay for?

The grant should cover any cost that you would normally incur as part of work travel, including: airfare, baggage fees, car rental, dinner & other meals en route, gas (for car rental or for people driving instead of flying), ground transportation (taxi, Lyft/Uber, etc.), mileage for people driving, parking, &/or tolls. If there is anything you anticipate that is not on that list, please let us know!

How will I be reimbursed?

We will use the standard COSLA travel reimbursement process. There is an online reimbursement portal at <https://mr2.amrms.com/COSLA>, where travelers will indicate the details of their reimbursement request, upload receipts, and indicate the payee for reimbursement (themselves or their state agencies). All requests for reimbursement *must* be accompanied by a corresponding receipt.

How much will I be reimbursed?

We ask that you try to keep your travel costs reasonable and as close to the [standard FY2025 GSA rates](#) as possible for meals that are not covered directly by COSLA. Specifically, for air travel, the [grant allows](#) for reimbursement of “the basic least expensive unrestricted accommodations class offered by commercial airlines.” This does not mean that you have to take the cheapest flight available, regardless of convenience. It means that you should book the most reasonable travel option for your needs, but we cannot reimburse for business class or first class. If you have questions about a specific situation, please contact us.

Can my state agency be reimbursed instead?

Reimbursements can be made to either you or your state agency. For the sake of the grant administration efficiency, we ask that you make your travel arrangements so that we are only reimbursing one or the other. If you have concerns about that process, please contact us.

What can't be reimbursed?

Basically, anything without a receipt, any purchases of alcohol or alcoholic beverages, any excessive amounts, or anything that is not covered by COSLA's standard written travel reimbursement policies. If you are uncertain about any potential expenses, please contact us.

Whom should I contact with questions?

You may contact [Seneca Brown](#) from AMR/COSLA or [Christine Morris](#) from the ALA E-Rate Task Force.

REMEMBER

- Get receipts; you must have a receipt for reimbursement.
- Keep your expenses reasonable; the GSA reimbursement schedule is a good guideline.
- You are responsible for your own travel, whether that is by car or by plane.
- If you are traveling by plane, please choose the most reasonable fare; first class or business class is generally not reimbursable.

