Council of Citizens with Low Vision International
5401 Southern Pkwy
Louisville, KY 40214
President: Patti Cox
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https://cclvi.info/scheigert/
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CCLVI Fred Scheigert Scholarship Expense Reimbursement Policy

Each of the four students who are awarded a Council of Citizens with Low Vision International (CCLVI) Fred Scheigert Scholarship are expected to attend the American Council of the Blind (ACB) National Conference and Convention. Students' expenses related to this required attendance will be reimbursed in accordance with the policy described below.

Registration Costs

- ONLY the preregistration fee will be reimbursed. CCLVI will not pay the additional cost of on-site registration.
- Guide dog relief area service fees will be reimbursed for winners who are guide dog users.

Convention Events

- CCLVI scholarship winners are expected to attend certain convention events which have an associated cost. Preregistration for these events is required, where applicable.

- Winners will be reimbursed for such event costs as noted below. For a complete list of events for which attendance is required, please see the Scheigert Scholarship Guidelines.
    1. ACB Students Welcome Party
    2. ACB Students Scholarship Luncheon
    3. CCLVI Mixer
    4. One or both required CCLVI breakout sessions
    5. ACB / CCLVI Scholarship dinner

Meal Expenses and Per Diem Rate

- CCLVI will reimburse scholarship winners for all meals, unless specified below, from the time the winner leaves his/her home for convention to arrival on the first Friday until the winner returns home from convention on the following Wednesday.
- If a winner chooses to arrive at the convention site before Friday or stay past Wednesday, meal expenses will be the sole responsibility of the scholarship winner.
- It is the expectation of CCLVI that winners will not allow personal interests to interfere with the required event attendance listed in the Scheigert Scholarship Guidelines.
- Reimbursement is in the form of a daily meal per diem (cash allowance). The rate is based on an amount per meal as set by ACB for its scholarship winners in attendance at convention.
- The ACB / CCLVI Scholarship dinner and the ACB Student’s Luncheon is complimentary; therefore, the

amount of each will be subtracted from the respective day's per diem.

Travel Expenses

- CCLVI will reimburse travel expenses for the most reasonable method of roundtrip transportation between the winner's U.S. home city and the convention city, as approved by CCLVI. The amount includes economy airfare, bus fare, and / or train fare. Roundtrip cab or shuttle fare from the arrival point to the convention hotel will be reimbursed.
- In some cases, if the winner lives close enough to the convention location, federal automobile mileage may be reimbursed for the winner's driver for transporting them to and from the convention.
- Reasonable parking expenses, excluding tips for valet parking (if applicable) will be reimbursed for winners traveling to convention via car.
- Federal automobile mileage tables can be found on the IRS Website at https://www.irs.gov/tax-professionals/standard-mileage-rates

Hote: Winners who choose to travel to convention in a method deemed by CCLVI not to be the most reasonable and inexpensive will only be reimbursed for expenses not exceeding the most reasonable and inexpensive means of travel.

Hotel Room

- CCLVI will provide a roommate from the Friday before convention to the following Wednesday. The winner may choose to stay through the rest of convention at their personal expense. If CCLVI does not provide a roommate, the winner will not be responsible for the other half of the rate. If the winner chooses to room alone or to bring a companion, they will be responsible for half of the room rate.
- It is the responsibility of the winner to confirm hotel dates and whether they wish to room alone by June 1st. Any changes made by the winner after June 1st may result in the winner's staying in a single room and paying half of the room's rate.
- Hotel Internet charges will NOT be reimbursed. It is the winner's responsibility to plan accordingly.

CCLVI will reimburse no more than $1,000.00 in travel expenses. Appropriate travel receipts should be retained and submitted to support expense reimbursements.