

Conference Travel FAQs

Q: What is the Conference Travel benefit?

The Conference Travel benefit helps eligible members cover costs associated with attending approved professional conferences, including registration, travel, and lodging.

Q: How often can I receive Conference Travel support?

Members may receive **one Conference Travel award per calendar year**.

Q: What are the eligibility requirements for Conference Travel & Attendance Services?

- Probationary period must be completed (90 days of employment)
 - **Note:** any conference-related expenses (registration, airfare, lodging) purchased prior to completion of your probationary period are not eligible for reimbursement.
- No per diem or other (contract) job status.
- Employees are eligible for up to \$3,000 total for a Conference Travel and Attendance Benefit per calendar year, based on their FTE status:
 - 1) Employees with a .75 or above FTE shall receive 100% of the benefit
 - 2) Employees with .50 - .74 FTE shall receive 75% of the benefit
 - 3) Employees with .49 or below FTE shall receive 50% of the benefit

Q: When do I need to apply?

Applications/requests **must be submitted before the conference takes place** and, if possible, by the recommended quarterly deadlines:

- **March 1st:** for conferences in May and beyond
- **June 1st:** for conferences in August and beyond
- **September 1st:** for conferences in November and beyond
- **December 1st:** for conferences in February and beyond

Q: What do I need to include in my application?

[Link to Application - Trust](#)

[Link to application how to guide - Trust](#)

[Link to Application - BEAM](#)

- Conference name, dates, and location
- Proof of CEUs/Contact Hours
- Estimated registration costs
- Your manager's name and contact information

If anything is missing, the Training Fund team will help you complete your request.

Q: What expenses are covered?

Covered expenses that are reimbursable:

- Conference registration fees
- Economy-class airfare to and from the conference location, provided it is 150 miles or more away from your home (one way).
- Economy hotel room or equivalently priced lodging for the conference dates (plus one day prior if needed for travel, but not for the final day of the conference), provided it is 150 miles or more away from your home (one way).
- Mileage (or equivalent non-air transportation) reimbursement at the [IRS rate](#) for driving to and from the conference location, provided it is 50 miles or more from your home (one way).

Members are responsible for paying for **personal or nonessential expenses**, such as seat upgrades or optional fees. Receipts need to show the itemized cost for any nonessential expenses purchased, or the receipt may not be reimbursable.

Q: What if I'm attending a local conference?

If you're attending a conference close to home, you may still be eligible for reimbursement.

Covered expenses include:

- Conference registration fees
- Mileage (or equivalent non-air transportation) reimbursement at the [IRS rate](#) for driving to and from the conference location, provided it is 50 miles or more from your home (one way).
- Economy-class airfare to and from the conference location, provided it is 150 miles or more away from your home (one way).
- Economy hotel room or equivalently priced lodging for the conference dates (plus one day prior if needed for travel, but not for the final day of the conference), provided it is 150 miles or more away from your home (one way).

Pro-Tip: If your conference is local and does not qualify for airfare or lodging reimbursement, you can use your Professional Development benefit to cover the conference registration fee instead.

This allows you to save your Conference Travel benefit for a future conference that requires travel and lodging.

Examples:

Conference is 30 miles away: Consider using your Professional Development benefit for the registration fee.

Conference is 75 miles away: Registration + mileage reimbursement may be covered through the Conference Travel benefit.

Conference is 200 miles away: Registration + airfare (or mileage if driving) + eligible lodging may be covered through the Conference Travel benefit.

Q: How does my manager participate?

Your manager will receive an **electronic approval request via Conga Sign** to confirm their awareness and support of your conference participation.

Q: When will I find out if I'm approved?

After you submit a conference travel application along with needed docs (see above), and your manager signs the electronic approval via Conga sign, our team will review and confirm that you are eligible, then place you on the upcoming award cycle. This happens within 30 days of application submission and if there is a missing document, we will let you know.

Official awards are then sent out via email shortly after each quarterly deadline. **In the award email, you will receive a link to how to submit reimbursements.**

Q: How does reimbursement work?

- Itemized receipts, proof of conference attendance, and proof of CEU's or Contact hours with your name and the date are required for reimbursement.
- Itemized receipts should have: your full name, but also the organization/location to which you are paying, amounts, dates, and fees.
- Up to **2 Reimbursement Requests** may be submitted. Registration fees and flight costs can be submitted before the conference; lodging should be submitted after attending (along with proof of attendance and CEUs).

- Reimbursement requests must be submitted **within 30 days of receiving the award or 30 days after attending the conference.**
- **Hotel/Lodging:** (if qualified – see above)
 - Only standard hotel rooms are covered; no upgraded rooms, meal credits, or charges will be reimbursed.
 - Hotel folio showing all charges and fees for each day will be needed for reimbursement.
 - Hotel costs earlier than the day before the conference or for the final day of conference (and/or after) cannot be reimbursed.
- **Airfare:** (if qualified – see above)
 - Airfare receipt will need name, main cabin/ economy/ coach seat, and all fees and charges itemized.
 - Only main cabin/ economy/ coach seat will be reimbursed.
 - Any upgrades must be shown on the receipt for reimbursement. If the receipt does not show the cost of an upgrade, the ticket will not be reimbursable.

Q: What happens if I'm approved but don't attend?

If the Training Fund pays costs on your behalf and you do not attend, you are required to **repay the Fund**, unless you receive an approved hardship waiver. Failure to repay (without a waiver) will result in **two-year of ineligibility for Fund services.**

Q: Who can help if I have questions?

Contact members@healthcaretrainingfund.org or call 425-255-0315 for our main office. Our dedicated team is available to help members understand eligibility, covered expenses, and application steps.