

Travel Stipend Policy – 2026 CAE-C Executive Leadership Forum

(Last updated on 7-21-2026)

To support participation across the CAE-C Community, the CAE Community National Center is offering limited travel assistance for eligible attendees of the 2026 CAE-C Executive Leadership Forum. This policy outlines the eligibility requirements and payment process for the \$750 travel stipend.

Eligibility

- Attendees are eligible to receive a **\$750 travel stipend** if they meet the following eligibility criteria:
 - Be either an executive affiliated with a designated CAE institution or a POC of a CAE designated institution that is accompanying an executive from their institution.
 - Complete the full registration process that includes the interest form, acceptance, and event registration.
 - **Physically attend** the event. Attendance will be verified through checking-in at the event.
- Requests may be denied if the attendee has existing CAE travel funds available for use. Eligibility regarding existing funds will be confirmed in coordination with the PMO.
- Attendees residing within 60 miles of the venue are not eligible for a travel stipend.

Travel Stipend Process

PRE-Event

- Attendees will mark that they would like to receive a travel stipend in the 2026 CAE-C Symposium registration OR email travel-assistance@caecommunity.org.
- Attendees will then receive a pre-application for travel assistance that they must fill out to be approved for travel.
 - Submission of the form does **not guarantee payment**. Eligibility will first be verified by the CAE-C Community Team, who will then notify the individual regarding their approval.

POST-Event

- Following the event, eligible attendees will receive an **email containing the Travel Stipend Request Form** from travel-assistance@caecommunity.org.
- Following the event, approved attendees will be sent an Adobe form to fill out and sign. The traveller must **sign and return the form within 2 weeks**; otherwise, the request will be cancelled.
 - Payments may take **2 months or more** to process after receipt of the signed form.

Important Notes

- Stipend payments are issued **directly to the traveller** and **will not be reimbursed to institutions**.
- The travel stipend may be considered taxable income under federal and state tax laws.
- Availability of funds is subject to federal funding limits and program resources.

For questions or assistance, please contact travel-assistance@caecommunity.org.

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