Travel Stipend Policy – 2027 CAE-C Community Symposium

(Last updated on 11/09/2026)

To support participation across the CAE-C Community, the CAE Program offers limited travel assistance for eligible attendees of the 2027 CAE-C Community Symposium. This policy outlines the eligibility requirements, proxy rules, and payment process for the $750 travel stipend.

Eligibility

- Each **CAE designated institution** is eligible for **one $750 travel stipend per CAE designation**.
    - Institutions that only hold a **Program of Study (POS) Validation are not eligible** for a travel stipend.
- The stipend is awarded to the **Designated Point of Contact (POC)** listed for the CAE Designation.
- To qualify, the POC (or approved proxy) must **attend and check in on-site** at the 2026 CAE Symposium.
- The POC **may designate a proxy** to receive the stipend on their behalf.
- 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

Proxy Designation

- The POC must officially designate a proxy using the **Proxy Designation Form**
- The proxy must be either Faculty, Staff, or an Institutional Representative affiliated with the same CAE-designated institution and must attend the event in person.
- Only one proxy may be designated per POC, and the proxy designation must be submitted **prior to the event**.

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 and 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.

Other 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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