

How to Allocate Costs Associated with the 2025 COE Policy Seminar

Please use the charts below to assist you in allocating costs appropriately between grant funds (Leadership Summit, Seminar on Relations with the U.S. Department of Education (ED Seminar)) and institutional/other funds (Legislative Conference). For more information about the Policy Seminar, please visit coenet.org/policy-seminar/.

	TRIO grants can pay for the following:	Other resources must cover the following:
Transportation to and from Washington, D.C.	If you attend more than the Legislative Conference , airfare, train fare, car rental, and mileage to travel to and from Washington, D.C.	Travel exclusively for the Legislative Conference (Tuesday and Wednesday)
Ground Transportation	Cab rides, shuttles, ride-shares, etc., to and from the hotel (to the airport, train station, etc.)	Cab rides, shuttles, ride-shares, etc., on Legislative Conference (Tuesday) and Hill Visits Day (Wednesday)
Meals	Meals (not otherwise included in registration) on Sunday (Leadership Summit) and Monday (Seminar on Relations with ED)	Meals (not otherwise included in registration) for Tuesday (Legislative Conference) and Wednesday (Hill Visit Day)
Hotel	Hotel days dedicated to Leadership Summit and Seminar on Relations with ED (Saturday night for participating on Sunday; and Sunday night and Monday night, because you attended Seminar on Relations with ED all day.)	Hotel days dedicated to the Legislative Conference (Tuesday and Wednesday nights) <i>Note: If you are attending training on Thursday, you can use program funds to cover Wednesday night's hotel costs.</i>
Paid Staff Time	Activities during the Leadership Summit and Seminar on Relations with ED	If attendees are paid only with grant funds, you must take vacation days during the Legislative Conference (Tuesday) and Hill visits (Wednesday). <i>COE strongly encourages participants to follow their institution/agency's HR policies.</i>