

## 2022 GEAR UP West Conference Travel Guidance

- **WHO:** Travel guidance for schools in the WA State GEAR UP (WAGU) program only.
- **WHEN:** October 23-25, 2022 (Sunday to Tuesday)
- **LOCATION:** Salt Lake City, Utah
- **CONFERENCE WEBSITE:** <https://www.uvu.edu/gearup/gearup-west-2022/index.html>

### Attendance Expectations

WAGU staff are expected to participate in the entire conference through Tuesday afternoon, including the pre-conference session and the Welcome Dinner on Sunday. If you cannot, then please do not attend. Thank you for understanding.

WSAC has approved each WAGU school building to send three people max. You may only send three people if it does not compromise in any way the required student services. Check your plan to see the approved budget and staffing. You will not receive additional funds to support attendance at this time.

### Registration

If you have any hesitancy about your ability to participate in person, please do not register yet. The early bird conference rate of \$325 is valid and reimbursable until 10/08/22.

WSAC will not reimburse any late fee registrations (\$375 after 10/08) OR \$50 charge for each canceled registration. Please plan accordingly.

### Schedule

View the conference schedule at <https://www.uvu.edu/gearup/gearup-west-2022/index.html#agenda>. Check back this summer for more details, including breakout sessions.

### Travel

Flights: Do not book flights until September 1, so you can use Year 6 money. WSAC recommends making flight arrangements directly with Alaska Air or another airline and not using a travel website. A Saturday departure and a Tuesday return will allow you to attend the entire conference. If, for any reason, you think you need an exception to this, let [Buffy](#) know ASAP. **If you have any hesitancy about your ability to attend in person, do not make flight reservations yet.**

Parking & Mileage: WSAC will reimburse parking and mileage for one car to/from the departure airport. WSAC expects staff to carpool. WSAC will reimburse transportation to/from the airport to the hotel in Salt Lake City. No other transportation costs will be covered once in Salt Lake City.

### Lodging

**Make your lodging reservations now.** Make sure you follow the instructions on the website to get the approved rate of \$128. WAGU staff should book lodging at the Hilton Salt Lake City Center. You will not be reimbursed for transportation to/from the conference venue if you select a different hotel.

WSAC will reimburse Saturday through Monday nights only (3 nights total), departing on Tuesday afternoon. You may cancel your lodging if your plans change; however, the room block will fill up fast. WSAC recommends doing this step now to ensure you have rooms at the venue.

NOTE: The hotel requires a one-night deposit when you book. If you reserve rooms before September 1, you can use Year 5 money for this part of the expense.

## Meals

Provided meals:

- Sunday, October 23 – Dinner (D)
- Monday, October 24 – Breakfast and lunch (B/L)
- Tuesday, October 25 – B/L

Attendees will receive per diem for the following meals:

- Saturday – depends on travel time, but up to B/L/D.
- Sunday – depends on travel time, but up to B/L.
- Monday – D-only.
- Tuesday – D-if you arrive home after 5 pm.

NOTE: Specify dietary restrictions (gluten-free and vegetarian) at the time of registration.

## Additional Reminders:

- WSAC will not reimburse cancellations. If you accrue expenses and don't attend the event, your school district is responsible for payment.
- Travel insurance or travel agent/website booking fees are not reimbursable.
- Actual per diem depends on travel times, so refer to this travel guidance.
- You may pay for the conference registration with Y5 funds.
- The flight and lodging reservations must be added to your Y6 plan.
- For standard travel guidance, see <https://gearup.wa.gov/file/travel-guidelines>
- For travel inquiries, please contact [Buffy](#).