



Travel Stipend Terms and Conditions

1. Reimbursement Information:

TPUSA offers this travel stipend opportunity as a special program provided by a generous donor. It allows students to attend our conferences and join like-minded individuals in this unique cultural experience. This offer includes a general admittance ticket, lodging (provided by TPUSA), and travel reimbursement. Please consider that this process is selective and requires students to meet certain eligibility criteria in our application form. A student may receive these benefits once selected and registered to attend using our special offer code in the confirmation email. Students are therefore required to successfully register using the code, which will void any ticket and lodging costs. Travel reimbursement requires students to promptly submit a form with receipts and travel expense confirmation. After the event, TPUSA's Scholarship Team will review all submissions and process the reimbursements.

Please note that the TPUSA Scholarship & Accounting team will start processing reimbursements once they return to the office after the event. You must be registered for the event before submitting a reimbursement request, and you must have attended the event to receive your travel reimbursement. It may take up to a month after the event for your reimbursement to be processed and for the amount to be credited to your bank account or a check mailed to you.

Please be advised that reimbursement requests will be reviewed in the order they are received. The Scholarship Team will carefully review all reimbursements and notify you if additional documentation is required. Be mindful that any delay in your response may affect the processing time of your request.

We strongly encourage recipients to submit their travel stipend reimbursement requests immediately after purchasing their flights or once the event is over. Additionally, we ask that recipients submit their reimbursement requests no later than (60) days after the event has concluded, at which time, recipients could be subject to partial reimbursement, or it may be allocated to another attendee.



Bear in mind that TPUSA and its employees hold the sole authority and discretion to cancel, revoke, or withdraw an applicant from the travel stipend opportunity. This applies to situations where the organization considers an action in bad faith or if you have breached any of the conditions below. If you have any inquiries regarding the travel stipend, please contact scholarships@tpusa.com before making any erroneous purchases.

2. Eligibility Criteria:

- a. Applicant must be a student between the ages of 16 and 26.
- b. The applicant must be a student actively attending a high school, home school, or university in Texas OR whose residence is/was Texas.
- c. The student must adhere to the application requirements in the form and provide complete and honest answers to all questions. Incomplete responses may result in rejection.
- d. The applicant must demonstrate conservative values, activism, and leadership.

3. Event Ticket Information:

- a. Please be aware that this travel stipend is exclusively available to students between 16 and 26 years old.
- b. TPUSA does NOT cover or reimburse the cost of any ticket upgrade.
- c. If you purchase a VIP, Student VIP, or Executive ticket, you must pay for the entire ticket at your own expense.
- d. Be advised that modifying your ticket may affect your registration in our system. Additionally, we may request that you provide evidence of your travel stipend acceptance email to the TPUSA team while registering.
- e. TPUSA does NOT reimburse recipients for their travel expenses if they are registered and do not attend the event.
- f. When attending TPUSA events, all recipients must ensure that their names are correctly recorded in the travel stipend as they are during check-in.
- g. All refunds and reimbursements are at the discretion of the TPUSA Scholarship Team and/or the Accounting Department.



4. Lodging Information:

Please note the following details regarding TPUSA hotel lodging:

- a. TPUSA will only cover the cost of the hotel lodging included in the General Admission ("GA") ticket registration as a "Hotel Add-On."
 - i. This opportunity only applies to lodging reservations made by our TPUSA Events team. Reservations made outside of these conditions are not refundable or reimbursable.
- b. If you are a couple and have been approved for the TPUSA travel stipend, you are responsible for covering the entire cost of your hotel room and must make your reservations.
- c. TPUSA will not cover the cost of room service, dry cleaning, laundry, room damages, or any other miscellaneous hotel fees or amenities.
- d. If you decide to purchase another room or make any other changes to your pre-booked lodging, you must pay for those modifications at your own expense.

5. Flight Information:

- a. The travel stipend provided by TPUSA covers the cost of one mode of transportation to and from the event. The flight reimbursement is not to be used with fuel expenses for personal or rental vehicles or ride-sharing services.
- b. Flight reimbursement receipts–** when submitting your travel stipend reimbursement request, it must contain the following information:
 - i. Passenger name
 - ii. Travel dates
 - iii. Total itemized expense
- c. TPUSA will only reimburse the cost of an airline ticket purchased to and from the state where the event is. The travel stipend will only cover the cost of an economy or general seat. It is not for additional purchases like upgraded seats, preferred seating, or zone reassignment. If you choose to purchase any upgrades or other flight add-ons, you must pay for them at your own expense.
- d. The travel stipend will cover the cost of one checked bag (roundtrip), and you must provide a baggage expense receipt for reimbursement. You should purchase the checked bag when you buy your ticket.



- e. TPUSA will not cover trip protection or flight insurance expenses. If you cancel your flight for any reason, the costs incurred are solely your responsibility.
- f. You must inform the TPUSA Scholarship Team of any changes to your itinerary if they exceed the approved amount. Special considerations may only be made in exceptional circumstances after notifying the TPUSA Scholarship Team. Note that any ineligible fees resulting from changes to the flight itinerary are not eligible for reimbursement.
 - i. If you make any changes to your travel itinerary, whether you choose to make them or the airline makes them, you will still only be reimbursed the approved amount.

6. Vehicle and Transportation Information:

- a. The travel stipend provided by TPUSA covers the cost of one mode of transportation to and from the TPUSA National Event. Vehicle reimbursement is not to be used with a flight reimbursement request.
- b. **Fuel reimbursement receipts**— Fuel receipts must contain the following information:
 - i. Business Name
 - ii. Travel dates
 - iii. Total itemized expense
- c. **Personally Owned Vehicle (POV)**—When submitting the reimbursement form, please retain and attach all fuel receipts. It's crucial to make an effort to keep all your receipts. If you submit without receipts, the payment process may be delayed, and you may miss out on a full reimbursement.
- d. **Rental vehicles**—Please retain all documentation related to the rental agreement and attach all documents when submitting the reimbursement form. It's crucial to make an effort to keep all your receipts. If you submit without receipts, the payment process may be delayed, and you may miss out on a full reimbursement.
 - i. Rental vehicles and fuel expenses can only be reimbursed up to the maximum travel stipend amount. The travel stipend does not cover insurance, upgrades, or additional rental fees.
 - ii. Please note that if you choose to pay for fuel services, you will only be reimbursed up to the maximum travel stipend amount.
- e. Additionally, please note that the travel stipend does not cover any parking fees, fines, or charges, including those incurred at hotels, valet services, airports, or any



other parking outside the event premises. These expenses will also be your responsibility.

- f. Note that the travel stipend funds do not cover any damages to the rental vehicle or injuries sustained while operating the vehicle. The vehicle operator is solely responsible for maintaining the vehicle at all times in a responsible manner.

7. Reimbursement Requests:

- a. Be advised that reimbursements may take up to a month to process and are only submitted after the event has concluded.
- b. When submitting for travel reimbursements, please utilize the travel stipend reimbursement request form attached to your confirmation email. Recipients are encouraged to fill out this form as soon as they have purchased their flight and have locked in their travel dates.
 - i. Recipients should notify the scholarship team if they have canceled their trip for any reason.
- c. Recipients are given the option to be reimbursed via check or ACH direct deposit.
 - i. Recipients who choose the check option **MUST** provide an accurate mailing address. Any errors in this information may delay payment.
 - ii. Recipients who choose the ACH option **MUST** provide accurate account information to include:
 - 1. The account owner's name
 - 2. The routing number
 - 3. The account number
- d. Once the scholarship team receives all the information, we will review the reimbursement requests and submit them to the accounting department in the order they were received. Failure to submit all of the required information may result in a delay in payment.
- e. Recipients who have not submitted their travel reimbursement requests (60) days after the event has concluded may be subject to a partial reimbursement via check. Therefore it is highly recommended that recipients make every effort to submit for travel reimbursement as soon as possible. If you have any questions about travel reimbursement, please contact scholarships@tpusa.com.

