

Stipend Policy – Summer Working Connections Texas 2025

NOTICE: We have updated the policies. Read carefully before you begin booking. Do NOT book your travel arrangements until your Working Connections seat is confirmed. For situations not addressed in the details below, please contact us at nitic@csc.edu.

Eligibility

- You must attend all days of Working Connections to request a stipend.
- Participants who live less than 60 miles from the workshop location are not eligible for the stipend unless they receive prior approval.
- Columbus State employees who attend Working Connections at Collin College cannot request a stipend but can submit a travel request and follow college policy for reimbursement.
- Collin College employees are not eligible to receive a stipend for attending Working Connections at Collin College.
- The stipend will be issued to you personally. Payment cannot be made to an institution.
- We are unable to arrange travel for you and cannot work with your institution to arrange your travel.
- The payment is considered income; you will receive a 1099.

Supplier Form

- A CSCC supplier form must be completed prior to attending. Once your registration is confirmed, a link for this form will be emailed to you.
- If you attended in-person Working Connections in 2024, and your contact information has not changed, you will not need to fill this out again.

Travel Stipend Form



- A link for the Travel Stipend Form will be emailed to attendees on the last day of Working Connections.
- Take note of the completion deadline provided in the email. The window for completing this form will run for approximately one week. No stipends can be issued after the deadline.
- The stipend will be issued as a check mailed to the address on the supplier form AFTER travel. Please allow 30 days for processing.
- You will use the following to calculate your stipend amount (see details below):

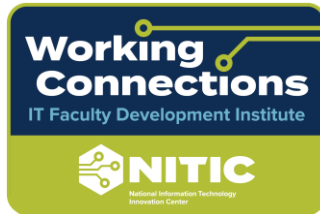
Airfare Total or Mileage	
Hotel Total Cost	
Incidentals	\$750
Total:	

Airfare

- Book the flight for yourself directly. You will need to provide a copy of your receipt when you submit your travel stipend form.
- We cannot reimburse you for unused tickets.
- If you check a bag, provide receipt and include in your total.
- Conserve funds where possible:
 - Book early; if possible, 4+ weeks in advance
 - No first class/business class seats
 - No pre-paid seat (unless needed for an accommodation)
 - No priority boarding or in-flight entertainment costs
 - You may select the time and stops that work best for you; no need to get the cheapest possible on that day.
 - If your flight is over \$700, please contact NITIC for prior approval.

Mileage:

- If you are driving to the training, you may submit mileage. Do not calculate mileage if you are flying.



- Use Google maps to calculate the roundtrip from your home address to the location of the workshop.
- You will calculate the round-trip mileage at the GSA rate of .70.
- Prior approval is needed if you are traveling from an address that is different than what is listed on your CSCC supplier form.
- If you are making the daily commute to the workshop from over 60 miles away, you may be reimbursed for daily mileage.
- Prior approval is needed if you are driving over 500 miles; we will request a cost comparison for flying.

Hotel:

- Book your hotel directly. You may find your own or use one where we have a courtesy block. You will need to provide your hotel receipt when you submit your travel form.
- NITIC will only reimburse for the workshop timeframe (5 nights). You may check in the night before the training, and you must check out on the last day of the training. Additional nights will be at your own expense.
- The max nightly rate must not be more than our highest courtesy block rate. If you choose to stay somewhere more expensive, you must cover the difference.

Incidentals:

- A blanket stipend amount of \$750 will be provided for ground transportation, parking, meals not provided by the training, and to offset tax.
- For those who fly, rideshare is the recommended method of ground transportation. It is readily available and the most economical. If you wish to rent a car, the additional costs will be at your own expense.