

Dear Joe,

Our review of your travel reimbursement grant application indicates you have met the initial eligibility requirements. In order to be granted your travel reimbursement grant you must complete all of the steps under the **Required Steps** section. Failure to complete any step will result in immediate forfeiture of your travel reimbursement grant and you will need to reapply to become eligible again. With this grant, we hope that you will be able to join us for a one-of-a-kind professional development experience!

PLEASE READ this entire document.

QUICK INSTRUCTIONS (see below for full details)

1. Submit your signed acceptance letter within 5 days of this email.
2. Register and PAY your fees within 10 days of this email.
3. Book your hotel at the OFFICIAL Conference hotel ([Grand Sierra Resort](#)) NLT APRIL 30th.
4. Attend the conference. You will be scanned at each session you attend, except for meals.
5. Return your receipts, form, and completed survey no later than JULY 30th.

Required Steps

1. Return a signed copy of this letter to ashley.myles@cyber.org within **5 days** of receipt of the letter.
2. Register and pay for registration within **10 days** of receipt of this letter using this registration website. If your school is paying for your registration through a check, you must contact ashley.myles@cyber.org within **10 days** to make arrangements.
3. Plan your trip. To receive reimbursement for your lodging, you must stay at the official conference hotel, Grand Sierra Resort, and book through the official block rate no later than April 30, 2026. Use this [link](#) to book your hotel.
4. Attend the conference. You must attend the entire conference. Attendance will be taken at each session by scanning the QR code on your badge.
5. Fill out the conference survey. On the last day of the conference, you will receive a survey from SurveyMonkey sent to the email address you used during registration. If you do not receive the survey, check your spam folder, then contact info@cyber.org for more assistance.
6. Submit your receipts for any allowable expenses (see below) and fill out the form you will receive 5 business days prior to the conference with the information needed to send you your check. Receipts and forms must be submitted no later than July 30th, 2026, or your travel reimbursement grant will not be awarded. Email all receipts to ashley.myles@cyber.org.

Allowable reimbursable expenses

The following is a list of the allowable reimbursable expenses.

1. One (1) round-trip ticket for airfare, train fare, or bus fare to the event city.
2. Three (3) nights of lodging at the OFFICAL conference hotel, Grand Sierra Resort. Please use this [\[link\]](#) to book with the CYBER.ORG block rate.
3. Registration fee for EdCon 26.

Unallowable reimbursable expenses

These include but are not limited to:

1. Personal vehicle use including mileage and/or gas;
2. Rental cars including rental and/or gas or mileage;
3. Parking;
4. Food and/or beverages;
 - a. *Registration fee includes the following meals:
 - i. Breakfast for all 3 days.
 - ii. Lunch for day 1 and day 2.
5. Processing fees for registration;
6. Upgrades to First class, Business class, or Economy Plus
7. Ride share, taxi cabs, bus, or train to and from the airport or your place of residence to the conference center;
8. **Any lodging other than official conference hotel; and**
9. Anything not explicitly listed under reimbursable expenses.

We look forward to seeing you at CYBER.ORG EdCon 26!

Signature

Date

By entering my name, I hereby certify that I am employed in a K-12 educational institution, and the information stated above is true, correct, and complete to the best of my knowledge. I understand that if I receive a travel grant, I must follow the instructions in the notification letter. I also understand that if any information I have given is found to be false or I fail to complete the requirements listed in my official acceptance letter, it will result in an immediate forfeiture of my travel reimbursement grant.