

PREP Network Travel & Cancellation Policy

Below are the terms and conditions of the PREP Network Travel & Cancellation Policy:

- 1) PREP Network pays for directly or reimburses the following State, Tribal, and Territory attendee costs:
 - a. Airfare, lodging, per diem, mileage for personal vehicles, baggage fees, parking fees, shuttle fees, toll road expenses, and any other cost that has been pre-approved by the PREP Team.
- 2) The PREP travel agent works to find the most economical flight into and out of your regional airport.
 - a. If you would like accommodations that exceed this amount, you must contact the PREP team immediately to discuss your options.
 - b. Any flight chosen by the attendee outside of the approved travel days must be no more than 10% of the cost of a flight on an approved travel day. If the flight exceeds this amount, the attendee or attendee's agency is responsible for covering the difference.
- 3) If unable to attend, attendees must provide notice to the PREP Team at PREPNetwork@colostate.edu at least 24 hours prior to the start of the PREP course.
 - a. If attendee does not provide at least 24 hours notice, all costs incurred for attendee's participation are the responsibility of the attendee or the attendee's agency.
 - i. These costs may include: Hotel for the night(s) that were not cancelled, flight, and any other costs associated with course participation.