

2024 PREP Certification and Training Course Policies

Course Dates: April 22-25, 2024
Location: Fort Collins, CO

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COVID Policy

For your safety, and the safety of your peers and family, the PREP team requires that you follow the terms and conditions of PREP Network COVID Policy:

- 1) All attendees must follow all [federal](#), [state](#), [county](#) and local Covid safety mandates at the time of the PREP course.
 - a. The PREP team reserves the right to implement stricter COVID safety mandates if local public health concerns necessitate those mandates, or if multiple participants test positive for COVID after a PREP course.
- 2) We highly recommend attendees be [fully vaccinated](#).
- 3) Attendees must take a COVID test and receive a negative result within 24 hours prior to the start of the course.
 - a. If attendee tests positive for COVID before attending the course, or during the course, they must not attend the PREP course and must self-quarantine.
 - b. The PREP Team will provide antigen tests for all attendees.
- 4) If attendee needs to self-quarantine while attending the PREP course, the PREP team will assist with hotel, travel, and food logistics while at PREP. The attendee's agency will be responsible for any costs that are in addition to the costs associated with attending the course.

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 non-federal 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 the amount identified by the PREP travel agent, 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.

Reimbursement Policy

Below are the terms and conditions of the PREP Network Reimbursement Policy:

- 1) PREP Network reimburses non-federal attendee per diem at the following rates:
 - a. Travel days (Sunday, April 21st and Friday, April 26th): \$51.75 for breakfast, lunch, dinner, and incidentals.
 - b. Course days (Monday, April 22nd-Thursday, April 25th): \$36 for dinner and incidentals.
- 2) PREP Network reimburses non-federal attendee personal vehicle mileage at a rate of \$0.60/mile.
 - a. PREP Network does not reimburse mileage for agency-issued vehicles.
- 3) Non-federal attendee agencies must honor the reimbursement rates listed above.
 - a. If an attendee's agency cannot honor these reimbursement rates, they must request agency reimbursement and send the PREP Team an invoice for attendee expenses.
 - i. This invoice must include an itemized list of expenses listed on the attendee's post-trip form.
 - ii. This invoice must include the per diem and mileage rates the attendee's agency honors.
 1. Please note: The PREP Team is unable to reimburse per diem and mileage higher than what is listed above.