

**STATE OF NEW HAMPSHIRE**  
Honorarium or Expense Reimbursement Report  
Executive Branch – RSA 15-B

**RECEIVED**  
DEC 19 2023  
NEW HAMPSHIRE  
DEPARTMENT OF STATE



Type or Print all Information Clearly:

Name: Caitlin D. Davis Work Phone No. (603) 271-3427  
First Middle Last

Work Address: 25 Hall Street Concord, NH 03301

Office/Appointment/Employment held: Director

List the full name, post office address, occupation, and principal place of business, if any, of the source of any reportable honorarium or expense reimbursement. When the source is a corporation or other entity, the name and work address of the person representing the corporation or entity in making the honorarium or expense reimbursement must be provided in addition to the name of the corporation or entity.

**Source of Honorarium or Expense Reimbursement:**

Name of source: \_\_\_\_\_  
First Middle Last

Post Office Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Principal Place of Business: \_\_\_\_\_

**If source is a Corporation or other Entity:**

Name of Corporation or Entity: ExcelinEd

Name of Corporate/Entity Representative: Charla Lancaster

Work Address of Representative: PO Box 10691 Tallahassee, FL 32302

Value of Honorarium: \_\_\_\_\_ Date Received: \_\_\_\_\_ Within 30 days of submission. **If exact value is unknown, provide an estimate of the value of the gift or honorarium and identify the value as an estimate.** Exact \_\_\_\_\_ Estimate \_\_\_\_\_

Value of Expense Reimbursement: \$2189.00 Date Received: \_\_\_\_\_ Within 30 days of submission **A copy of the agenda or an equivalent document must be attached to this filing.** Exact  Estimate \_\_\_\_\_

Briefly describe the service or event this Honorarium or Expense Reimbursement relates to:

2023 National Summit on Education. A gathering of more than 1,000 policy makers and influencers from across the country.

"I have read RSA 15-B and hereby swear or affirm that the foregoing information is true and complete to the best of my knowledge and belief."

Caitlin D  
Davis

Digitally signed by Caitlin  
D Davis  
Date: 2023.12.18  
15:55:04 -05'00'

12/18/2023

Signature of Filer

Date Filed

**RSA 15-B:9 Penalty.** Any person who knowingly fails to comply with the provisions of this chapter or knowingly files a false report shall be guilty of a misdemeanor.

**Return to:** Secretary of State's Office, 107 North Main Street, State House Room 204, Concord, NH 03301



NOVEMBER 15-17  
ATLANTA, GEORGIA

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## ESA Administrators Network Convening Guidelines & Scholarship Information

### Highlights\*:

- Network convenings will run concurrently with the [National Summit on Education](#) on **Thursday, November 16, 2023**, at the **Hyatt Regency Atlanta, Georgia**.
- Network members are invited to attend the National Summit Keynotes and General Sessions on Thursday, November 16. In addition, members may attend all National Summit programming on day two of the event. Registration fees and event meals during the National Summit are included in your scholarship.

### Network Convening and National Summit Scholarship Information

- ExcelinEd will reimburse Network members the following eligible expenses:
  1. **Transportation (select one of the following choices):**
    - A. Coach/Economy round-trip air or train fare directly to/from Atlanta, GA, **purchased by October 25, 2023**, and baggage fees for up to one standard weight bag each way. Tickets purchased after October 25, 2023, without prior authorization by ExcelinEd, will be reimbursed at a maximum value of \$500.  
*Ineligible Expenses: Ticket change or cancellation fees, seat fees/upgrades, early bird check-in fees, ticket upgrades, re-bookings due to weather delays, weather events or schedule changes, travel insurance, in-flight purchases, and flight credits for canceled flights. Rental cars and associated expenses for air/train travelers.*
    - B. Mileage at \$0.655 per mile for use of a personal vehicle driven to/from the convening up to 500 miles roundtrip. Scholarship recipient must live greater than 50 miles from Atlanta and submit a published mileage guide (i.e., MapQuest, Google Maps) for proof of mileage.  
*Ineligible Expenses: Gasoline or other vehicle expenses.*
    - C. Rental car for the event dates only plus one travel day with daily base rental rate not to exceed \$75/day.  
*Ineligible Expenses: GPS rental, car upgrade fees, pre-paid gasoline, additional driver fees, rental car insurance fees, early/late return fees, roadside assistance and car seat rental.*
  2. **Lodging:** Accommodations for **two-nights, single occupancy**, at the Hyatt Regency Hotel Atlanta for Wednesday, November 15 and Thursday, November 16, will be billed directly to ExcelinEd's account with the hotel. Reservations must be made online by **October 25, 2023**, by visiting this [website](#).  
*Ineligible Expenses: Additional nights of accommodations, additional occupancy rates/fees, phone charges, internet, tips, room service, laundry fees, mini-bar purchases, and all other non-essential charges.*
  3. **Incidentals:** ExcelinEd will reimburse **up to \$100** for the following eligible incidental expenses:
    - Parking or ground transportation @ Home: Airport or train station economy self-parking fees for the event dates plus one day travel at the lowest cost rate option. Standard ground transportation such as economy taxi, Uber or Lyft with gratuity up to 20% may be claimed in lieu of parking if the cost is supported as the lowest cost option.  
*Ineligible Expenses: Valet parking or premium rideshare options such as Uber Black.*
    - Parking or ground transportation @ Event: On-site economy self-parking fees for driving recipients or ground transportation for airport/train station transfers only, and only during the event dates.  
*Ineligible Expenses: Valet parking or premium rideshare options such as Uber Black.*
    - Tolls and gasoline for rental cars during the event dates only. Tolls for mileage travelers also eligible.

**\*Disclosures:** Please note, when submitting your application, you certified that you are permitted under the laws of your state to accept a scholarship to the 2023 National Summit, and you acknowledged that if you are required under the laws of your state to disclose receipt of a scholarship, you bear sole responsibility for filing all required disclosures in a complete and timely manner, and release ExcelinEd from any liability.





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**ESA Administrators Network Convening General Information:**

**Date:** 2:00 – 4:15pm Eastern  
Thursday, November 16, 2023

**Location:** Hyatt Regency Atlanta  
265 Peachtree Street NE  
Atlanta, GA 30303

**Room:** Hanover D

**Dress:** Business

**Summit Agenda:**

November 16	7:00am-5:45pm	Day 1 of Summit, Keynotes & General Sessions Welcome Reception
	6:00pm-8:00pm	
November 17	7:00am-1:45pm	Day 2 of Summit, All Programming

*(All times Eastern Time)*

**Travel Arrangements:**

**DEADLINE: October 25, 2023**  
This is the last day to book travel to be eligible for reimbursement.

You are responsible for making your own travel arrangements. An online reimbursement form will be emailed to you from [Scholarship@ExcelinEd.org](mailto:Scholarship@ExcelinEd.org) on Friday, November 17, 2023. Please refer to “Highlights” for guidelines.

**Accommodations:**

**DEADLINE: October 25, 2023**  
ExcelinEd room block at the Hyatt Regency Hotel Atlanta closes on this date.

To reserve your hotel room in ExcelinEd’s hotel block at the Hyatt Regency Hotel Atlanta, visit this [website](#). The hotel will require a credit card to confirm a reservation and upon check-in for incidental charges not eligible for reimbursement.

**Cancellations:** PLEASE DO NOT CONTACT THE HOTEL DIRECTLY. To cancel your room reservation, contact Charla Lancaster, Scholarship Liaison, at [Scholarship@ExcelinEd.org](mailto:Scholarship@ExcelinEd.org). Cancellations or changes must be made 24 hours in advance of arrival. **In the event of a no-show or late cancellation, the credit card used to make the hotel reservation will be charged one night’s accommodation of the reservation.**

**Transportation Options to/from Atlanta-Hartsfield International Airport**

- Taxi fare estimate: approx. \$30-\$40 one way, excluding gratuity
- UberX fare estimate: approx. \$30-\$35 one way, excluding gratuity



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### **Summit Registration Check-in:**

Registration will be in the Centennial Foyer located on the Ballroom Level of the Hyatt Regency Hotel Atlanta. Once you are checked-in for the Summit, you will receive your event credentials that you will keep for the duration of the Summit.

### **Reimbursement for Eligible Travel Expenses:**

**DEADLINE: December 8, 2023**

This is the last day to submit a reimbursement form with required receipts.

The reimbursement form will be emailed to you from [Scholarship@ExcelinEd.org](mailto:Scholarship@ExcelinEd.org) on Friday, November 17, 2023.

**You will be required to attach scanned copies of all original and itemized receipts with your reimbursement form.**

Reimbursement checks will be mailed within 30 days of receiving a completed travel reimbursement form with required documentation. **Reimbursement claims submitted after the December 8, 2023, deadline will not be processed.**

### **Important Contacts and Resources:**

- ExcelinEd Staff Contacts:
  - **Ben DeGrow**, Senior Policy Director – Education Choice  
720-206-5000, [Ben@ExcelinEd.org](mailto:Ben@ExcelinEd.org)
  - **Michael Chartier**, Policy Director – Education Choice  
574-286-4101, [Michael@ExcelinEd.org](mailto:Michael@ExcelinEd.org)
  - **Charla Lancaster**, Scholarship Liaison  
850-792-2184, [Scholarship@ExcelinEd.org](mailto:Scholarship@ExcelinEd.org)
- National Summit [Homepage](#)
- National Summit [FAQs](#)