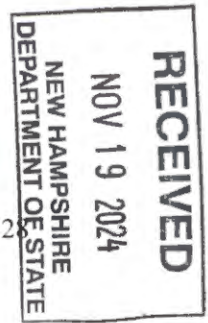


STATE OF NEW HAMPSHIRE
Honorarium or Expense Reimbursement Report
Executive Branch – RSA 15-B



Type or Print all Information Clearly:

Name: Brian E Voelk Work Phone No. 603-931-0828
First Middle Last

Work Address: 25 Hall St Concord, NH 03301

Office/Appointment/Employment held: Education Freedom Accounts Administrator

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, Florida 32302

Value of Honorarium: _____ Date Received: _____ *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: \$1,836.78 Date Received: Within 30 days of Submission 11/18/24 *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: 2024 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." **Brian E. Voelk** Digitally signed by Brian E. Voelk Date: 2024.11.18 12:58:26 -05'00'

Signature of Filer _____ 11/18/2024
_____ 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 13-15 🍁 OKLAHOMA CITY



@ExcelinEd | ExcelinEdSummit.org | #EIE24

ExcelinEd Network Convenings at the 2024 National Summit on Education

#EIE24 Scholarship Information

HIGHLIGHTS*

- National Summit on Education registration fee and event meals provided during the Summit keynotes are included in your scholarship (Nov. 13: Welcome Reception, Nov. 14 and Nov. 15: Breakfast and Lunch).

ELIGIBLE EXPENSES

Eligible expenses include only those explicitly stated below or otherwise pre-approved in writing.

TRAVEL: You are responsible for making your own travel arrangements. **Please choose the most economical of the following travel methods** (air, train, personal or rental vehicle):

Air or Train fares, economy/coach class only, directly to/from the event location, **purchased no later than October 23, 2024**, and baggage fees for up to one (1) standard weight bag each way.

- Tickets purchased within 21 days of the event date without written prior authorization will be reimbursed at a maximum value of \$600.
- Air or train fare receipts submitted for reimbursement must include the participant's name, purchase date, vendor, itinerary and fare amount.
- **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 and in-flight purchases. Rental cars and associated expenses for air/train travelers.*

Mileage at IRS published mileage rates (\$0.67 per mile) for use of a personal vehicle driven to/from the event up to 500 miles roundtrip.

- Participant must live greater than 50 miles from the event location.
- Reimbursement request must include proof of mileage (published mileage guide, i.e., MapQuest, Google Maps).
- **Ineligible Expenses:** *Gasoline or other vehicle expenses; mileage for travel to and from the airport.*

Rental car for the event dates only plus one travel day with daily base rental rate not to exceed \$75/day.

- Receipts submitted for reimbursement must include the participant's name, pickup/return date, vendor and daily rate amount.
- **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.*

LODGING: ExcelinEd will cover lodging for the nights of Wednesday, November 13, and Thursday, November 14, for attendees residing more than 50 miles from the event.

- **Single occupancy hotel** accommodation at the event location will be billed directly to ExcelinEd's hotel account. **See below for instructions on how to book your lodging.**
- **Ineligible Expenses:** *Additional nights of accommodation unless pre-approved in writing by ExcelinEd, additional occupancy rates/fees, phone charges, internet, tips, room service, laundry fees, mini-bar purchases and all other non-essential charges.*

INCIDENTAL EXPENSES: ExcelinEd will provide **\$100 for incidental expenses** such as parking, ground transportation, tolls and airport meals. Receipts for incidental expenses are not required to receive the allowance. You are encouraged to retain receipts for your personal records, however.

***DISCLOSURES:** Please note, when submitting your application for a National Summit scholarship, you certified that you are permitted under the laws of your state to accept a scholarship to the 2024 National Summit on Education, 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.



NATIONAL SUMMIT GENERAL INFORMATION

- Dates:** Wednesday, November 13 – Friday, November 15, 2024
- Location:** Omni Oklahoma City
100 Oklahoma City Blvd
Oklahoma City, OK 73109
- Dress:** Business
- Summit Agenda:**
- | | | |
|-------------|----------------|-------------------------------------|
| November 13 | 3:30pm-7:00pm | Early Summit Registration Available |
| November 13 | 6:00pm-8:00pm | Welcome Reception |
| November 14 | 7:30am-6:00pm | Day 1 of Summit |
| November 15 | 7:00am-12:15pm | Day 2 of Summit |
- All times Central; Agenda subject to change*
- Network Schedule:**
- | | |
|-------------|----------------------------|
| November 14 | Session 1 - 9:30am-11:45am |
| | Session 2 - 1:45pm-3:15pm |
- Convening Locations:*
Early Literacy Network – Pinon
Digital Policy Network/Network of State Innovation Partners - Myriad
ESA Administrator Network - Bricktown

TRAVEL ARRANGEMENTS

DEADLINE: October 23, 2024

Last day to book travel to be eligible for reimbursement.

You are responsible for making your own travel arrangements. Refer to page 1 *Highlights* and *Eligible Expenses* for guidelines.

ACCOMMODATIONS

DEADLINE: October 18, 2024

ExcelinEd's room block at the Omni Oklahoma City closes.

The lodging site for Network Convening participants will be the ***Courtyard Oklahoma City Downtown***. To reserve your hotel room in ExcelinEd's hotel block, 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.



NOVEMBER 13-15 🍁 OKLAHOMA CITY



@ExcelinEd | [ExcelinEdSummit.org](https://www.ExcelinEdSummit.org) | #EIE24

CANCELLATIONS

DO NOT CONTACT THE HOTEL DIRECTLY. To cancel your room reservation, contact Charla Lancaster, Scholarship Liaison, at 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 WILL ROGERS INTERNATIONAL AIRPORT (OKC)

- Taxi fare estimate: \$27
- UberX fare estimate: \$23

SUMMIT REGISTRATION CHECK-IN

Registration will be in the North Pre-Function Area of the hotel. Once you are checked-in for the Summit, you will receive your event credentials that you will keep for the duration of the event.

REIMBURSEMENT FOR ELIGIBLE TRAVEL EXPENSES

DEADLINE: December 6, 2024

Last day to submit an online reimbursement form with required receipts.

A link to an online reimbursement form will be emailed to you from Scholarship@ExcelinEd.org on **Friday, November 15, 2024**. The deadline to submit for expense reimbursement is **Friday, December 6**. Reimbursement claims submitted after the deadline will not be processed.

Attach scanned copies of original and itemized travel receipts with your reimbursement form. Reimbursements will be processed within 30 days of receiving a completed travel reimbursement form with required documentation. ExcelinEd will use Bill.com to process reimbursement payments.

SCHOLARSHIP POINT OF CONTACT & RESOURCES

- Charla Lancaster, Scholarship Liaison
 - (615) 337-4696, Scholarship@ExcelinEd.org
- National Summit Homepage: www.ExcelinEdSummit.org
- National Summit [FAQs](#)