



# EGAP Reimbursement Policy

Revised 2026

## Objective

EGAP's reimbursement policy for in-person meetings is designed to support equitable and accessible participation in line with the organization's budget and key priorities. One of EGAP's priorities is providing access to Global South scholars. To that end, EGAP encourages meeting attendees to forgo or reduce reimbursement requests and opt to use their own supplemental research or travel funds where feasible. This enables us to open up additional spaces for Global South scholars at EGAP meetings.

## Scope

The policy defines eligibility for reimbursement of costs incurred by attendees at EGAP's in-person meetings. EGAP will fully cover travel and accommodation for attendees based in the Global South and those sitting on the EGAP Board. EGAP members that do not fall into either of these categories have the option of requesting partial reimbursement to cover costs related to attending an EGAP meeting.

## Eligible Expenses

Meeting costs eligible for full or partial coverage include:

- Basic economy fare for flights and/or train tickets
- Other transportation such as public transportation, taxis and Uber/Lyft (using public transport is encouraged where possible)
- Hotels/airbnbs or similar accommodations for the duration of EGAP events (note: if fully reimbursed individuals choose to book their own accommodation, they will only be reimbursed up to the rate of the official meeting hotel)
- Meals (excluding alcohol) required during travel that are not provided by the host institution or airline/train



## Full Reimbursement

EGAP will cover travel to/from the meeting and accommodation for the duration of the event for attendees based in the [Global South](#) and EGAP Board members. In addition, EGAP will reimburse eligible travel expenses for incidental costs up to a set amount. Eligible incidental costs include:

- Travel to and from airport or train station and accommodation in destination country (e.g. taxis, public transport)
- Travel between accommodation in destination country and meeting location (host institution)
- Meals (excluding alcohol) required during travel that are not provided by the host institution or airline/train
- Costs related to obtaining a visa for the host country

## Partial Reimbursement

For EGAP members not based in the Global South or holding a position on the Board, EGAP may approve requests for partial reimbursement to offset the cost of attending meetings. Funding approval decisions are guided by the principle of minimum essential funding.

## Claims Process

Attendees interested in claiming reimbursement for meeting costs must submit a request at the time they accept an invitation to attend a meeting. Approved recipients will be notified in advance of the meeting. Approved recipients must provide proof of travel expenses and will be reimbursed after the meeting.

Reimbursement amounts are set for each meeting and may vary based on:

- Financial availability
- Meeting location
- Attendee location

If you have any questions about the above, or extenuating circumstances that you would like to discuss, please contact us at [admin@egap.org](mailto:admin@egap.org).