

Travel FAQs

Does CEI reimburse for travel expenses?

CEI books hotel accommodations and air travel (or bus/ train) directly for district/LEA team members at no cost. Because of this, we do not reimburse team members for any travel related expenses. Each LEA may choose to reimburse their employees using the unrestricted funds received through the CEI contracts. All partners should work with their CEI District Lead to follow their district's travel policy to submit for travel approval and reimbursement.

What about ground transportation? How will I get to the venue/hotel?

Ground transportation will not be provided or coordinated by CEI. We urge you to coordinate as a team so the cost is minimal. CEI is not involved in the reimbursement process directly to participants – it is the responsibility of the districts to work with their employees and to support students, families, and community partners who are traveling.

Am I able to bring guests to a CEI meeting?

CEI convenings are generally meant exclusively for district/LEA team members, unless otherwise stated. Students are allowed to bring one parent/chaperone if their parent/guardian is not currently part of their CEI team. All others will not be approved to attend.

Am I able to stay an additional night if it is a better itinerary for my return journey home?

CEI will not cover this cost, though voluntary travel extensions for extended stays (enjoying the local city, etc.) can usually be made through the hotel if you would like to pay for additional nights yourself.

Does CEI provide child care at convenings?

Unfortunately, we do not have the capacity, capability, and licensure necessary to provide childcare services at our meetings due to complications and restrictions associated with hosting at public venues (hotels & convention centers).

Can I change my flight after the initial booking?

You may contact our affiliated travel agent to make changes to your booking. **Please understand that once booked, costs associated with changes of convenience will need to be covered by you or your district.** Cancellations should also be made as soon as possible to ensure CEI can recoup costs. Email info@californiaengage.org as soon as possible.

Is parking included?

CEI will cover parking costs at the venue on the day of our event if you drive in. If staying at a hotel with us, we will cover overnight parking as well. CEI will not pay for additional parking costs (airports, bus/train stations, etc.).

Do I need to pay for anything at the hotel?

CEI covers hotel room, tax, and parking at the hotel if you are approved to stay (based on mileage). You will need a credit card for incidentals when you check-in.

Can district leads register their entire teams?

Yes, our registration platform is set up to handle multiple registrations at once. Simply select the number of tickets you need prior to clicking "Register." You must enter in each team member's individual email addresses. You will also need to know about any dietary, interpretation, and/or disability accommodations your team members need.

Will CEI accommodate my dietary needs?

We always do our best to accommodate dietary restrictions listed during registration. Sometimes this is in the form of a separate plated meal, and sometimes this is by having various options to self-select from a buffet. Please note that we are typically bound by contract to provide only the food options of the event venue. Each venue will have its own rules and policies around things like cross contamination of ingredients/allergens that CEI is unable to alter. Please utilize your best judgment as it relates to your own health needs.

What is CEI's cancellation policy?

The CEI makes every effort to provide the opportunity for our partners to convene across the state, at no cost to participants for flights/hotel, and request that team members provide us the courtesy of informing us of any changes so that we can continue to do so. **Any late cancellations (within 72 hours of convening) or no shows may be at the cost of districts/LEAs and will be deducted from the contracted stipend funds.** Email info@californiaengage.org as soon as possible.