USBC Awards Terms & Conditions

Award Availability

Each year the United States Breastfeeding Committee (USBC) endeavors to honor the contributions of cultural, tribal, and emerging breastfeeding leaders at the National Breastfeeding Conference and Convening (NBCC).

While the goal to provide awards at every NBCC, funding capacity will inform yearly decision making on the number of awards distributed.

Award Provisions

Award recipients receive the following:

1) **Complimentary Registration** to the two-day conference, including access to all educational and networking sessions and conference materials.

2) **Transportation**
   - USBC will book **roundtrip economy-class airfare**, not to exceed lowest fare on a major carrier booked 8 weeks in advance.
   - the awardee’s home airport to the airport closest to the conference location.
     - Awardees must coordinate travel logistics with USBC’s travel agent at least eight weeks before the travel date.
     - Failure to secure flights at least eight weeks before the travel date may compromise USBC’s capacity to pay the full cost of airfare.
   - USBC will **reimburse mileage** at the standard Federal mileage rate for the use of a personal vehicle instead of airfare.
     - Mileage reimbursement may not exceed the cost of an advance-purchase airline ticket.
   - USBC will cover the cost of **ground transportation** to and from the airport(s) and venues (home and conference hotel), as well as airport and or venue **parking**, as appropriate.

3) **Lodging**
   - USBC will cover the cost of **double-occupancy accommodation** at the designated conference hotel for two (2) nights.

4) **Meal Per Diem**
• USBC will provide breakfast, lunch, and refreshments at the conference on Friday and Saturday of the event.

• USBC will provide a payment advance for meals that awardees must purchase while in transit to and from the event and for dinner meals not provided at the event.
  – If an awardee fails to attend the NBCC for any reason, per diem advances must be returned to USBC within two (2) weeks.

**Award Exclusions**

Any expenses not specified above are expressly excluded from reimbursement. In particular, **USBC will not cover** the cost of:

• Ancillary hotel fees for things like room service, laundry or dry cleaning service, in-room movies, or purchases from the mini/snack-bar.

• More than two (2) days of lodging, unless it is pre-approved due to travel restrictions.

• Airline checked-baggage fees, unless the awardee is pre-approved for three (3) or more lodging nights.

• A single occupancy hotel room.
  – Awardees who will bring a guest or prefer a single occupancy room will need to book their accommodation at the conference hotel. USBC will cover their 50% of the room cost. The attendee will cover the remaining 50% portion with the hotel.

**Award Termination**

An award may be suspended or terminated at any time at the awardee’s request, or if in the opinion of the USBC Awards Committee, Conference Program Committee, or Board of Directors:

• the awardee’s performance is unsatisfactory,

• the awardee fails to observe the terms and conditions of the award, or

• the awardee fails to attend the conference without notice.