

Fulbright Scholar Alumni Ambassador FAQs

Travel & Reimbursements

How do I book travel?

1. Complete the Travel Reservation Request Form.
2. Call or e-mail HRG Travel Services at 877-443-2450 or iie.us@hrgworldwide.com. When calling, select option #2 (All other requests to speak with online representatives.)
3. Identify yourself as part of the "**Ambassador Travel Program.**" Since there are several other "Ambassador programs," this ensures costs are charged to the Fulbright Scholar Alumni Ambassador Program.
4. Work with a representative to secure a reservation that is as convenient and economically feasible as possible. The goal is to remain within hotel per diem. When that is not possible, please have the travel agent include rationale as to why it wasn't available/selected, and I will review.
5. An e-mail confirmation with travel and hotel will be sent to Athena for approval. Once approved, tickets will be issued and IIE/CIES will be billed directly. Please book travel as early as possible before the event and between 9:00am – 4:30pm to ensure that reservations don't expire and we can do the necessary accounting/review.

How do I ensure that I'm reimbursed and receive my honorarium?

1. Complete the Reimbursement Expense Report and Event Evaluation Form. We can't process your honorarium without the completed event evaluation.
Return forms and all original receipts to: **Noah Trickey, IIE/CIES**
1400 K Street NW, Suite 700
Washington, DC 20005
2. Once documentation is received, you will receive an e-mail confirming that we've received your reimbursement paperwork.
3. Please allow 2 weeks after we've received your documentation to allow for processing.
4. Once the reimbursement is approved, IIE/CIES completes payment via check. The check will cover the costs of your reimbursement + your \$500 honorarium for the event, and will be sent to the address that we have listed on file. If you have not received your payment after 1 month, please follow up with Noah for more information.

How do I arrange a campus visit?

1. Discover an opportunity to share your Fulbright experience at a host institution or campus. IIE/CIES should be notified at least one month in advance of the event, to allow us to share the event information with other institutions in the area.
2. Share the event information with Athena or Noah to see if it's eligible for an ambassador presentation.
3. If the contact is through IIE/CIES, Noah or Athena will make contact. If the connection is through the ambassador, we ask that you establish the connection through an introductory e-mail.
4. IIE/CIES submits a proposal on behalf of the ambassador or confirms the ambassador's availability.
5. Once the proposal is accepted or visit date is confirmed, IIE/CIES sends an e-mail saying that the event is confirmed. The event IS NOT CONFIRMED UNTIL THIS POINT. The event must also be shown on the IIE/CIES website in order to be eligible for honorarium payment.
6. At the time of the e-mail confirmation, you are cleared to proceed with scheduling your travel.

Other FAQs

Q: Can I apply for other Fulbright grants or international opportunities while I'm an ambassador?

A: You may be eligible to apply for other grants or opportunities, however if you were to successfully obtain a grant or accept another opportunity abroad, we would need to remove you from the alumni ambassador program.

Q: What happens if my hotel is over per diem?

A: If the hotel was booked through HRG and the overage was approved, the costs will be covered by IIE/CIES. If the overage was not approved, we are only able to reimburse up to the [per diem amount for that zip code](#). Hotel approvals must be secured prior to the event. To receive approval, ambassadors need to submit an e-mail from HRG stating that an attempt was made to secure per diem lodging, but no options met the needs of the program.

Q: What can I talk about during my ambassador presentations?

A: Your ambassador presentation should highlight your experiences as a Fulbright Scholar, including why you applied, what you did on your grant, and how your experience benefited you and your institution upon your return. In discussing this, you should not be giving out application advice, or advising potential applicants on how to submit a competitive application.