

Reimbursement Guide

Before the Event:

1. Register for the conference and workshops and print receipts. Be sure to keep a copy for your records.
2. Make travel plans and print travel receipts.
3. You may submit reimbursement requests for airfare and conference registration prior to the conference (using the reimbursement form).

During the Event:

1. Save all receipts and file together to be returned with worksheet (attached) for reimbursement. Before turning them in, please be sure to keep a copy for your records.
2. If dining in a group, make sure to ask for separate checks or clearly indicate and calculate what you paid for in order to receive reimbursement.
3. In order to be reimbursed for tips, you must include the tip amount on your receipt.
4. If you are requesting reimbursement for tips for hotel cleaning staff or hotel staff who assist you with your bags, please record the amount, indicate what the amount is for (hotel cleaning staff, bell services), sign and date.

After the Event:

1. Review the reimbursement guide and put together your reimbursement request.
2. Do not round numbers. Only exact numbers will be reimbursed.
3. Do not include duplicate copies of receipts.
4. Please do not staple your receipts. It is better to tape them to a sheet of paper so that they do not come loose in the review process or get separated from your request.
5. Expenses that will NOT be reimbursed:
 - a. Copying
 - b. Printing
 - c. Medication
 - d. Vitamins
 - e. First Aid
6. Other expenses that may be reimbursed:

