

SC2000 Travel Expense Guidelines – MSI Participants

Payments reimbursing SC2000 related travel expenses require an **authorized copy of the travel expense form** plus **original airline ticket and hotel receipts**. In cases where travel costs are to be split with another institution, SC2000 will accept a copy of the receipt (with an explanatory note).

All travel-related reimbursement requests must be submitted within 30 days of completion of travel. Beyond this deadline, requests will not be honored.

Questions regarding reimbursement should be addressed to Evelyn Turcotte, Vice Chair, Finance (eturcotte@juno.com). Reimbursements will be processed as quickly as possible. Please allow two weeks.

1. **Airfare:** Only airfare less than or equal to coach fare will be reimbursed. Advance purchase tickets should be used where there is a substantial savings and the risk of cancellation penalties is not severe. A traveler may include additional nights (typically to include a Saturday night) if there will be overall cost savings.

Per Diem: Each participant will be allocated \$167.00 per day to cover lodging, meals, transportation to and from the airport, and incidental expenses. This includes all hotel incidentals and any local charges associated with rental or personal cars.

A maximum of six days per diem will be paid to each participant.

2. **Hotel Reservations:** Reservations must be made using the SC2000 Conference Housing Form or the online reservation system via the SC2000 website (www.sc2000.org). Conference rates will not be given to persons who directly contact the hotels.
3. **Advances:** In some circumstances, travelers needing advance funds can be accommodated. A written request should be made to the appropriate committee chair, Roscoe Giles (roscoe@bu.edu), who must approve the request and forward it to the Financial Chair before an advance can be issued. Please allow at least two weeks.
4. **Other payments:** If the traveler is being reimbursed by some other organization for travel expenses to SC2000, the pertinent expenses should be excluded from the expense form. Travelers should be aware that the Conference is occasionally asked by a parent company or organization to confirm what expenses were paid to a particular traveler.