

## ComSciCon 2016 Attendee Travel Reimbursement Policy

*Please note you must have completed and submitted a W-9 to be eligible for travel reimbursement*

### 1. Allowable travel expenses

- Round trip travel to Boston, MA via one of the following:
  - Economy airline ticket
  - Economy train ticket
  - Economy bus ticket
  - Mileage
- Travel to and from local airport
  - Public transport only
- Travel from Boston airport to conference
  - One way T-pass (travel card provided at hotel)

### 2. Unallowable travel expenses

- Taxi's
- Travel agent fee's
- Travel upgrades
- Extra luggage fee's (beyond 1 checked luggage)
- Car rental
- Accommodation (provided)
- Local travel cards (provided)
- Meals or drinks (provided)

### 3. Instructions

- Purchase travel with personal funds only (receipt must be in your name)
- Provide itemized receipt that contains
  - Your legal name
  - Transaction item
  - Transaction amount
  - Payment method
  - Prohibited receipts include: travel itinerary's and ticket stubs