

ComSciCon 2016 Organizer 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
 - Taxi
- Travel from Boston airport to conference
 - One way T-pass (travel card provided at hotel)
 - Taxi

2. Unallowable travel expenses

- 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