

## **Guidelines for Reimbursement of SIAM Student Chapter Representative Expenses to SIAM Annual Meeting**

SIAM will reimburse expenses up to \$500 per chapter representative traveling within North America, or up to \$700 per chapter representative traveling outside of North America, subject to these guidelines.

We ask that SIAM student chapter representatives use funds provided by their departments or universities to pay their expenses to attend the SIAM Annual Meeting first, then request reimbursement from SIAM for the balance of expenses not covered by other sources.

### **Travel**

The most efficient and economical mode of transportation should be utilized. Reimbursement for travel will only be made for the most direct and convenient route from the chapter representative's principal place of residence to and from the meeting (as long as expenses are within the reimbursement cap).

### **Air**

SIAM will reimburse chapter representatives for coach fares only. For the best fares, make a flight reservation at least six (6) weeks in advance.

### **Train**

SIAM will reimburse chapter representatives for coach fares only.

### **Automobile**

When a chapter representative uses his/her own automobile to travel to and from the meeting site, SIAM will reimburse chapter representative at the IRS rate (\$0.54 per mile as of January 1, 2016). If it is more economical or efficient to travel by air or railroad, the reimbursement for automobile costs will not exceed the air or railroad costs. Rental costs for an automobile will not be reimbursed except in cases in which it is less expensive than local transportation between the airport/train station and the meeting site. Reasonable parking fees at the meeting site will be reimbursed.

### **Ground Transportation**

SIAM will reimburse reasonable ground transportation expenses (limousine, taxi, bus) between the airport/train station and the meeting site. Specially chartered luxury limousine service is not reimbursable.

### **Hotels**

SIAM negotiates a special rate for all attendees at SIAM meetings. You must often make your reservation at least four (4) weeks prior to the meeting to obtain this rate. We will reimburse chapter representatives for a hotel room at a rate no higher than this special rate. SIAM also negotiates special student room rates and we encourage chapter representatives to book early enough to take advantage of the special room rate for students. We request that when making the advance reservations at the hotel, and when checking-in, inform the registration desk that you are attending the SIAM meeting to avail yourself of the special rate. The number of reimbursable hotel nights should not exceed the length of the meeting plus one night (as long as expenses are within the reimbursement cap).

### **Meals**

Chapter representatives will be reimbursed for reasonable costs incurred for meals in traveling to and from the meeting as well as during the meeting (as long as expenses are within the reimbursement cap). Detailed receipts for meals showing the food and beverages ordered are required. Excessive food and beverage charges will not be reimbursed.

### **Receipts**

**Itemized Receipts for all expenditures are required.**

### **Reporting of Reimbursable Expenses**

Along with the email confirming them as the selected representative, SIAM will provide these reimbursement guidelines to the chapter representatives. Once the form is submitted to SIAM, and approved, it will take approximately four weeks to process and mail the reimbursement.

**The expense report must be turned in within two (2) months of the meeting end date in order to be reimbursed. Expense reports received after the deadline may not be reimbursed.**