

Award Programs

Resident/Fellow SIR Annual Scientific Meeting Research Award Travel Reimbursement Policy

All associated travel costs requested for reimbursement must be in accordance with the Resident/Fellow Research Award Travel Reimbursement Policy. SIR Foundation must receive all original receipts and a completed Travel Expense Reimbursement Request within four weeks of the last day of the SIR Annual Scientific Meeting for reimbursement to be processed.

To assist you in completing your travel plans, SIR Foundation will pay one-half of your actual, documented expenses as follows:

Airfare

- Airfare is reimbursable (up to \$500 domestic / \$750 international).
- Please document the cost of airfare and include that with your completed reimbursement voucher after the conclusion of the meeting.
- Only **economy** class airfare, purchased at least 14 days in advance, will be reimbursed. First class or business class airfares will not be reimbursed.
- After a ticket has been issued, the ticket holder is responsible for the cost of changes to the ticket.
- You may use the airline and/or agent of your choice provided these guidelines are followed.

Ground Transportation

- Automobile rentals **will not be reimbursed**.
- Actual transfers from the airport to the hotel will be reimbursed.
- Actual costs for round-trip transfers between office/home and the airport or airport parking in the city from which your flight originates are also reimbursable.
- If you drive to the meeting instead of flying, the cost of driving to the meeting (calculated at \$0.485 per mile), tolls and parking are reimbursable up to the cost of economy class airfare (up to \$500 domestic / \$750 international).

Hotel

- With submission of appropriate receipts, the actual cost of hotel stay will be reimbursed, to include room taxes.
- Meals/room service are reimbursable.
- All other costs associated with the hotel stay are considered incidentals and are not reimbursable (phone calls, mini-bar, movie rental, etc.)

Meals

- With submission of appropriate receipts, the cost of meals will be reimbursed up to \$65 per day. No reimbursement can be supplied if receipts are not submitted.

Incidentals

- Any incidental charges not covered in this policy are not reimbursable.

VERY IMPORTANT

All requests for reimbursement must be itemized and submitted along with all receipt documentation to the SIR Foundation *no later than four weeks* after the SIR Annual Scientific Meeting. Approved reimbursements will be sent to you approximately three weeks after your form is submitted. Any reimbursement requests that arrive at the SIR Foundation office after this deadline will not be paid.
