

Travel Reimbursement Guidelines for Award Recipients

SCCM Texas Chapter

Disclaimer

The Travel Reimbursement Guidelines below are meant to support and guide the award winner. These guidelines are general in nature and do not account for every possible scenario or exception. The SCCM Texas Chapter Board of Directors has final approval for reimbursed expenses based on individual scenarios.

Eligible Awards for Travel Reimbursement

The Alan I. Fields Award

The Symposium Award

Professional Development Award

Obtaining Reimbursement

Reimbursable Expenses

These represent those items for which reimbursement may be obtained up to the maximum amount determined for each award.

1. Airfare (for non-local meetings only)
2. Mileage (for in-state meetings only)
 - Will reimburse the regular state rate
 - For in-state meetings, parking fees will also be reimbursed
3. Hotel (for non-local meetings only)
4. Taxi/shuttles or mileage to and from home and local airport
5. Taxi/shuttle fares to and from the destination airport and hotel
6. Taxi fares to and from meals (not reimbursed if you rented a car)
7. Taxi fares to and from convention/conference center (not reimbursed if you rented a car)
8. Airport parking
9. Conference center parking
10. Car rental (Economy car only and does not include any upgrades or rental insurance)
11. Baggage fees
 - Maximum of 1 bag each way on flights
12. Food and beverages (excluding alcohol and meals provided by Symposium)
13. Poster printing
14. Registration for the SCCM Texas Chapter Annual Symposium for Symposium award winners and Annual Congress for Professional Development Award Winners

Non-reimbursable Expenses

1. Registration for Annual Congress for Alan I Fields Award winners
 - Poster presenters should have their registration to Annual Congress waived
2. Car rental upgrades from Economy or rental insurance
3. Alcohol and/or other leisure activities
4. Voluntary flight changes or upgrades
5. Incidentals/amenities
6. Personal items/purchases (toiletries, souvenirs, etc.)

All requested expenses must be entered on the Travel Reimbursement Form and itemized receipts submitted. Expenses will not be reimbursed without an itemized receipt. No exceptions. Submission for re-imbursement must be made no later than 30 days post annual Symposium or Congress.