

Reimbursement Policy: Optics + Photonics Travel Grant Winners

- Receipts are required for all expenses. This is non-negotiable. If you do not have a receipt for an expense, it will not be reimbursed.
- The following are acceptable forms of receipt: an airline ticket or e-ticket showing the cost, itemized restaurant receipts which show the costs, a credit card bill showing the billing company and the amount paid, all other standard proofs of payment.
- Acceptable expenses can also be reimbursed for other members of your chapter attending the conference up to the dollar limit set for your trip.
- To be eligible for reimbursement, **grant winners must attend the Student Chapter Leadership Workshop on Saturday**. This is non-negotiable unless your absence is due to circumstances outside of your control (typhoons, airline bankruptcy, etc).

SPIE will reimburse the following types of expenses related to your attendance at Optics + Photonics up to the maximum of your award amount:

- All travel expenses that provide transport from your home to the conference and back again (Airline tickets, train, taxi, ferry, shuttle, rental car, etc.).
- All food expenses from restaurants or grocery stores. Alcohol purchased as part of meals is acceptable for reimbursement, but in general we will not reimburse for alcohol or tobacco products.
- Hotel charges for other chapter members. Extra hotel charges incurred due to flight scheduling, but not due to personal travel and sightseeing.
- Costs associated with visa processing.
- Additional short courses.
- Banquet tickets.
- Additional conference registrations.

The following expenses will NOT be reimbursed:

- Local rental car. Unless you have a very special situation and prior approval from SPIE, there is no justifiable need to rent a car for local transportation.
- Travel expenses related to personal travel surrounding the conference such as visiting other areas before or after the conference & sightseeing during the conference.
- Tickets for events or entertainment such as baseball games, Sea World, the zoo, etc.
- Clothing, gifts, electronics, and consumer goods (including Marketplace items).

Reimbursement Instructions

We have many people to reimburse at Optics + Photonics so we need your help to streamline this process.

Payments will be at the Marriott Hotel in the Balboa Room on Wednesday and Thursday ONLY. SPIE staff will be there to review your receipts and pay your reimbursements. Please follow the schedule below to collect your reimbursement at the appropriate time.

Wednesday – Aug 24th Reimbursement - 9 am - 3 pm

9am-11am: Last names A-G

11am-1pm: Last names H-O

1pm-3pm : Last names P-Z

Thursday – Aug 25th Reimbursement – 9 am - 1 pm

9am-11am: Last names A-K

11am-1pm: Last names L-Z

Please help make the process go smoothly by:

1. Completing the reimbursement form.
2. Circling or highlighting the price on each receipt.
3. Converting all foreign currency to US dollars using <http://xe.com> for the current day. Record the conversion amounts both on the receipt and the expense form.
4. Stapling all receipts to the form and totaling them (in US dollars) in the appropriate column of the form. Sign the form under “Grant Winner Signature.”

Frequently Asked Questions

Q: *I need money for food and expenses for the duration of the conference. What should I do?*

A: Cash advances will be provided to students needing money immediately on Saturday afternoon, priority will be given to international students. This is enough to get you through the beginning of the conference. Retain all other receipts during the week and complete the reimbursement form at the end of the week for the remainder of your expenses.

Q: *I have not exceeded my travel grant by the end of the conference. Can I send additional receipts for expenses incurred during my return travel?*

A: Yes, but please note that wire transfers are charged a \$35 fee that will reduce your total reimbursement amount. You must provide these additional receipts within 30 days of the meeting.

Q: *I need to leave San Diego early Wednesday morning before 10 am. Can I get my reimbursement before I leave?*

A: Talk to Ben Lockwood and he will make arrangements for you to receive your money before you leave.

Have another question? Check our extensive list of [FAQs online](#).