Reimbursement Policy: 2018 Optics + Photonics Officer Travel Grant Winners

To be eligible for reimbursement, grant winners MUST attend the Student Chapter Leadership Workshop on Saturday, 18 August, from 8 am to 5 pm and present a chapter poster at the Student Chapter Exhibit Mixer on Tuesday, 21 August, from 3:30 pm to 5:00 pm. This is non-negotiable unless your absence is due to circumstances outside of your control (typhoons, airline bankruptcy, medical emergency, etc). We will not reimburse travel expenses if you are unable to attend the workshop or poster session even if it is due to visa denial or delayed visa processing.

Hard copy itemized 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 itinerary and the amount paid, itemized restaurant receipts that show the order and the amount paid, a credit card bill showing the billing company and the amount paid, and other standard proofs of payment.

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 around the dates of the conference (17 August – 23 August) including airline tickets, train, taxi, ferry, shuttle, etc. This excludes personal travel. See next section for more details.
- Up to 7 days of meal expenses from restaurants or grocery stores while at the conference with a maximum daily allowance equivalent to $55 USD ($10 for breakfast, $15 for lunch, and $30 for dinner). Alcohol purchased as part of meals (one drink per meal) is acceptable for reimbursement, but in general, we will not reimburse for alcohol or tobacco products.
- Costs associated with visa processing.
- Cost of printing student chapter poster.
- Additional short courses or proceedings volumes.
- The above-listed acceptable expenses can also be reimbursed for other members of your chapter in addition to:
  - Conference registration ($380) or Student Chapter Leadership Workshop Registration ($50)
  - Up to 6 nights of lodging expenses for the duration of the conference with a maximum of $80 per night. Recommended that they also stay at the Four Points by Sheraton Downtown San Diego Hotel.

The following expenses will NOT be reimbursed:

- Tickets for events or entertainment such as baseball games, museum, the zoo, sight-seeing, etc.
- Clothing, gifts, electronics, and consumer goods (including Bookstore items and excessive amounts of chocolate).
• 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.

• Uber/taxi rides out to dinner or for shopping purposes are also considered personal travel. See other ground transportation options [here](#).

• Travel expenses related to personal travel surrounding the conference such as visiting other areas before or after the conference & sightseeing during the conference.

  Note: If you are adding personal travel onto your airfare, **you must find out the cost of your trip directly to and from the conference based on conference dates (arriving in San Diego on 17 August and departing from San Diego on 23 August).** Please screenshot and print this comparison airfare on the same date that you purchase your actual flights. SPIE will reimburse up to this comparison airfare amount. You are responsible for any additional costs above this amount. You will need to include both your cost estimates without personal travel and your actual itinerary and receipt of airfare purchase during the reimbursement.

**Reimbursement Instructions**

Please have your completed Reimbursement Form and all receipts ready to be reviewed during the onsite payout sessions on either **Wednesday, 22 August, from 9 am – 4 pm or Thursday, 23 August, 9 am – 3 pm in the Marriott Marquis, Balboa Room.** Note: Closed for lunch from 12 – 1 pm both days. Please sign up for a slot using this [scheduling spreadsheet](#).

• Representatives from chapters outside the US, Canada, Mexico, and Europe will receive a cash reimbursement onsite unless a bank wire is preferred (which takes up to 3 weeks to receive). I highly recommend the cash reimbursement – but be safe with it!

• Representatives from chapters inside the US, Canada, Mexico, and Europe will have the option to receive a transfer to their bank account (which takes less than 24 hours) or a cash reimbursement. I highly recommend the ACH Transfer as it is similar to depositing money directly in your account.

Please help make the process go smoothly by:

1. Completing the [reimbursement form](#) in the email sent to you. Consider using the USD Fillable Version.

2. Printing all receipts and proof of payment. Organizing receipts by type and date. Circling or highlighting the price on each receipt.

3. Converting all foreign currency to USD using [http://xe.com](http://xe.com) for the current day. Record the conversion amounts both on the receipt and the expense form.

Have a question? Check our extensive list of [FAQs online](#). If you still have questions, please email Meg All at [mega@spie.org](mailto:mega@spie.org). Happy Planning!