Reimbursement Policy: 2019 Optics + Photonics Officer Travel Grant Winners

To be eligible for reimbursement, grant winners MUST attend the Student Chapter Leadership Workshop on Saturday, 10 August, from 8 am to 5 pm, at least two professional development workshops during the week, and present a chapter poster at the Student Chapter Exhibit Mixer on Tuesday, 13 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 exceeding $50. This is non-negotiable. The following are acceptable forms of receipt: an airline ticket or e-ticket showing itinerary and the amount paid, a confirmation email for lodging, and other standard forms of proof 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 (9 August – 16 August) including airline tickets, train, taxi, ferry, shuttle, etc. This excludes personal travel. Travel insurance is approved on a case by case basis with $50 max.
- Up to 7 days of meal expenses from restaurants or grocery stores while at the conference with a maximum daily allowance equivalent to $70 USD ($12 for breakfast, $18 for lunch, and $40 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 accompanying chapter members who also attend the Student Chapter Leadership Workshop:
  - Conference registration ($400) 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 which is $78 per night per guest in a double bed room.

The following expenses will NOT be reimbursed:

- Tickets for events or entertainment such as baseball games, museums, 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 9 August and departing from San Diego on 15 August). Please screenshot and print this comparison airfare on the same date that you purchase your actual flights. SPIE will reimburse your actual flights 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 session.

Reimbursement Instructions

Please have your completed Reimbursement Form and all receipts ready to be reviewed during the onsite payout sessions on either Wednesday, 14 August, from 9 am – 4 pm or Thursday, 15 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 bank wire transfer unless a cash payout is requested. Bank wires take 1 – 2 weeks for the funds to arrive in your account. I highly recommend the bank wire transfer for safety reasons unless you need the funds onsite.

• Representatives from chapters inside the US, Canada, Mexico, and Europe will receive an ACH bank transfer unless cash payout is requested. I highly recommend the ACH Transfer as it is similar to depositing money directly in your account and usually only takes 2-3 days for the funds to arrive. It is also safer than traveling with large amounts of cash.

Please help make the process go smoothly by:

1. Completing the reimbursement form with proper bank information if receiving a bank transfer.

2. Printing all receipts/proof of payments and organizing by date. Circling or highlighting the price on each receipt.

3. Converting all foreign currency to USD using http://xe.com on the date the purchase was made or on the date of your reimbursement appointment. Record the USD 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. Happy Planning!