BMES Reimbursement Policy

For those chapters who win travel awards, please keep track of all expenses, and know that all expenses will need to be covered by the chapter/student up front. Travel award checks (made to the winning chapter/student’s university) will be sent after the annual meeting once we receive the below expense report, along with receipts, back from award winners.

**Reimbursable Expenses:**

*An expense which occurred in the performance of services, to wit, costs you would not have otherwise incurred had you not received the award.*

- Mileage traveling to-from event/airport, calculated at the Federal Reimbursement rate of .57 ½ cents a mile
- Event related transportation (including Uber/Lyft and airfare)
- Event related lodging
- Meals and/or foodstuffs purchased while in transit, capped at $100 per day/per person
- Last minute supplies purchased for the purpose of facilitating your presentation after you have left your home city
- Conference registration fees
- Shipping fees for winning design to be shipped home

**Non-Reimbursable Expenses:**

*An expense which occurred in relation to the performance of services but is not deemed necessary in pursuit of award.*

- Dependent Care and/or Pet Care
- Entertainment costs, including but not limited to, shows, events, festivals, or local attractions
- Non-event related transportation to said shows, events, festivals, or local attractions
- Laundry Services
- Spa Services
- Souvenirs
- Airport parking (unless you provide proof Uber/Lyft/Cabs do not pickup/drop off in your home location)
- Alcoholic Refreshments
BMES Expense Reimbursement Request Form

Name/Organization __________________________ Date ____________

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<th>Date of Expense</th>
<th>Description/Purpose</th>
<th>Amount</th>
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Total: ______________

Mail Check To:
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Approved Date ____________ BMES Approved Signature: __________________________