

# SORF Reimbursement Guidelines

## Student Planning Organization

You may be eligible to receive partial reimbursement for travel and conference expenses through SORF Funding via SPO. Reimbursement is not automatic or first come, first served and is dependent on allocation of funds to SPO prior to reimbursement requests. We encourage students who are attending any conference to speak with the current SPO Treasurer to determine whether SORF reimbursement is available. SPO distributes allocated funds to applicants equally and requires timely and complete submission of all required documents. Please see the guidelines below regarding documentation and proofs of attendance and travel required for eligibility for reimbursement.

### Reimbursement Details:

- **Maximum reimbursement for a single trip is \$1,500**
- **Reimbursements are always partial and limited either to a dollar amount or percentage.**
- **No funding for conference travel if primary purpose is to present research**
- **Only 1 mode of transportation per trip permitted, e.g. if you fly but use a bus to get to your airport, you can only receive reimbursement for *either* your airfare OR your bus, not both.**
  - **Note: when multiple students travel to the same conference, only one mode of transportation can be reimbursed for all.**
- **All documentation must be submitted to SPO within 20 days of travel**
  - **There are no exceptions. The SPO Treasurer is not responsible for expiration of reimbursement. Provide all necessary documentation as soon as possible to avoid missing deadlines.**
- **If you have particular questions about the eligibility of a request, you can view the [SORF Standards and Restrictions](#) or speak with the SPO Treasurer.**

### Lodging/Accommodations

- **50% of lodging up to \$55/night/room with 4 person capacity**
- **If shared service (AirBnB or similar) official occupancy must be presented during application process; will fund per occupancy rates at \$13.75/night/person**

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- If lodging accommodates 4 and you have 4 or less, SORF funds at 4:1

### Transit/Transportation

#### Roundtrip ticketed travel

- Up to 25% of **pre-tax/fee** round trip ticketed travel (domestic/international) up to \$140/person

#### Travel by car

- Up to 25% of roundtrip mileage (personal or rented) at \$0.565 per mile per car  
If car seats 4 and you have 4 or less, SORF funds it as 4:1

#### Chartered Bus Travel

- Up to 50% of roundtrip mileage for chartered bus travel at \$1.50/mile
- Min of 20 people

#### Travel Insurance (Canada/Mexico)

- Up to 50% of mandatory travel insurance up to \$30/person

## Required Documentation

A good rule of thumb is **keep everything**: boarding passes, receipts, maps, registration, and proof of attendance at destination (e.g. photo, nametag, program, etc.).

✓ **Travel Documents:**

1. **Invoice/Receipt:** You will need an invoice that indicates the cost before taxes and the method of payment which includes your card number. Your name and destination must also be present.
2. **Bank Statement:** You will need to print a copy of your bank statement that clearly identifies the name, the card number and the transaction.

✓ **Lodging:**

1. **Itemized Bill,** print or keep Hotel/AirBnB/Hostel etc receipt

✓ **Registration:**

1. **Invoice/Receipt**

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### 2. Bank Statement

- ✓ Proof of Attendance: Name Tag and/or Program from event attended

See the SORF Reimbursement [Checklist](#) to ensure you comply with required documentation. **Failure to provide the required documents for reimbursement may result in forfeiture of full or partial reimbursement amounts. SPO is not responsible for ensuring your compliance but will make every attempt to provide you with the requirements and documentation necessary to receive reimbursement.**

## Accessing & Submitting Required Documents

There are a few forms that must be completed prior to submitting your reimbursement request. You must contact the Treasurer to access these forms. Paperwork should be submitted before travel if at all possible, otherwise all documentation **MUST** be received within 20 days of travel.

**The Treasurer is happy to answer questions but is not obligated to gather any information on your behalf. Failure to provide the required documents for reimbursement may result in forfeiture in full or partial reimbursement amounts.**

**Happy Conference Traveling!**