

SORF Reimbursement Guidelines

Student Planning Organization

Spring – Fall, 2017

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 an SPO Board member to determine whether reimbursement is possible. SPO will distribute allocated funds to applicants equally and requires timely and complete submission of all required documents. Please see the guidelines below regarding required documentation and proofs of attendance and travel in order to be eligible for reimbursement.

Reimbursement Details:

- If you have particular questions about the eligibility of a request, see the [SORF Standards and Restrictions](#).
- Reimbursements are always partial and limited either to a dollar amount or percentage.
- Maximum reimbursement for a single trip is \$1,500
- Only 1 mode of transportation per trip permitted
- No funding for conference travel if primary purpose is to present research
- All documentation must be submitted to SPO within 20 days of travel
 - There are no exceptions. The SPO Treasurer will not be responsible if you do not provide all necessary documentation on time.

Registration Fees

- 50% up to \$50
- Team registration, 50% up to \$150/team

Lodging

- 50% of lodging up to \$55/night/room with 4 person capacity

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- If shared service (AirBnB or similar) official occupancy must be presented during application process; will fund per occupancy rates at \$13.75/night/person
 - 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: Boarding Pass (printed copy of mobile pass or printed version), receipt and invoice of transaction/bank statement with charge
- ✓ Lodging: Itemized Bill, print or keep Hotel/AirBnB/Hostel etc receipt
- ✓ Registration: Provide printed receipt or invoice

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- ✓ 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

Forms you will need—Download from [SPO Website](#):

1. **SORF Expenditure Request Form**
 - a. Add your Name, UIN, and Travel Dates
2. **Organization Fund Disbursement Voucher Form**
 - a. Provide UIN, Name, Address on file with the University
 - b. It is highly recommended that you have ACH/Direct Deposit set up in order to receive your reimbursement in a timely fashion
3. **SORF Funding Details Document (maybe)**
 - a. Treasurer will let you know IF you need this

Once you have completed these forms, print them out, attach documents and place in Carol Brobeck's mailbox, near the DURP office on the main floor. Either place all documents in an envelope or paper-clip them together to avoid mix-ups and loss of documentation. **All documentation MUST be received within 20 days of travel.**

If you have any questions or concerns, e-mail Carol Brobeck brobeck2@illinois.edu, SPO Treasurer 2017. Carol is available 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.