

# REIMBURSEMENT GUIDELINES

IS-2 SUMMER INSTITUTE – JULY 18-20, 2023

## PROCESS FOR REIMBURSEMENT

W-9 Form: IS-2 Admin must have a completed W-9 form on file to distribute conference reimbursement to scholars and faculty.

Receipts: Attendees will need to submit receipts for ground transportation and parking reimbursements. WashU has shifted to a per diem with GSA guidelines for meal travel reimbursement. Attendees will be reimbursed for meals not covered by the training and do not need to save meal receipts.

## KEY DATES FOR REIMBURSEMENT:

- July 20:** Submit a signed and completed [W-9 form](#) to IS-2 Admin ([Shellyjohnston@wustl.edu](mailto:Shellyjohnston@wustl.edu))
  - If you completed a W-9 form for a past Institute or consultation, your W-9 form is on file – no further action is required.
  - Status for Debra Haire-Joshu: N/A - WUSTL Employee
- August 1:** Transportation receipts due to IS-2 Admin

## OVERVIEW OF EXPENSES

### REIMBURSABLE OUT-OF-POCKET EXPENSES

- Meals: out-of-pocket meals not covered at training. See per diem rates below.
  - Monday, July 17 – reimbursement based on travel time and meals while traveling
  - Tuesday, July 18 – \$29 (Dinner)
  - Wednesday, July 19 – all meals covered by IS-2
  - Thursday, July 20 – \$16 (Lunch), if boxed lunch is not selected
- Ground transportation to/from airport and to/from hotel
- Parking at airport (please use economical lots)
- Mileage for attendees traveling via personal vehicle (*excluding St. Louis residents*)

### EXPENSES COVERED DIRECTLY BY IS-2 TRAINING PROGRAM

- Flight to/from St. Louis, Missouri
- Lodging at the Drury Inn (*excluding St. Louis residents*)
- Ground transportation to/from the Bauer Hall to Drury Inn and to/from Sqwires on Wednesday.
- Parking passes at [Millbrook Parking Garage](#) for St. Louis residents and attendees traveling via personal vehicle
- Meals covered directly by IS-2:
  - Monday, July 17 - None
  - Tuesday, July 18 – Breakfast, Lunch, Snack
  - Wednesday, July 19 – Breakfast, Lunch, Snack, Dinner at SqWires
  - Thursday, July 20 – Breakfast, Boxed Lunch