



MEMORANDUM

To: Institute Participants
From: Institute on Teaching and Mentoring Staff
Date: October 1, 2022
Re: 2022 Institute on Teaching and Mentoring Reimbursement Guidelines

All arrangements associated with the Institute, including expenses for travel, lodging and meals, are handled through the Southern Regional Education Board (SREB) Doctoral Scholars Program office. Below are the guidelines for reimbursement:

- Charges for incidentals (including room service, telephone calls, entertainment, etc.) are the responsibility of the participants. Such charges must be settled directly with the hotel upon check-out.
- Visit the following sites for travel guidance
<https://instituteonteachingandmentoring.org/attendee-information>
and <https://www.sreb.org/institute-teaching-and-mentoring>
- Only mileage above 50 miles one way will be reimbursed at a rate of .51 cents per mile. We will not reimburse for mileage to and from the airport unless it exceeds 50 miles one way. Reimbursement is for mileage only, not gasoline.
- Only Institute Presenters will be reimbursed for taxis, Uber, or other modes of transportation to and from the Institute hotel and the Airport, unless there are extenuating circumstances.
- All requests for reimbursement must be submitted on the travel reimbursement form that can be found at <https://instituteonteachingandmentoring.org/forms-and-evaluations> **no later than December 1, 2022.**
- No reimbursements will be made for meals. Snacks or meals beyond what SREB provides will be at the attendee's expense. This includes expenses for special dietary needs.
- All receipt copies must be emailed with the reimbursement form. Receipts must be dated. Only dated receipts can be accepted. Receipts must have line items to show what was purchased.
- Saturday night is "free time" for all attendees and dinner will be at your own expense and not reimbursable. Food, entertainment, souvenirs, and travel expenses for Saturday are not reimbursable.

If you have any questions regarding expense reimbursements, please contact Veda Overton-Houston at veda.overton-houston@sreb.org.

We look forward to seeing you in Atlanta!