

2026 Institute on Teaching and Mentoring Reimbursement Guidelines

Form & Receipts

- All reimbursement requests must be submitted on the travel reimbursement form available at <https://www.sreb.org/resources/2026-institute-reimbursement-information>.
- Email your completed form and copies of the supporting receipts to **Veda Overton-Houston** at veda.overton-houston@sreb.org **no later than November 16, 2026**.
- Receipts must be dated and include the itemized **line items** for purchases.

Mileage

- Only mileage above 50 miles one way will be reimbursed at a rate of 63 cents per mile, round-trip.
- Mileage to and from the participant's departing airport, only if it exceeds 50 miles one way. Mileage only, not gasoline.

Auto Rental

- Must have received authorization prior to event.

Baggage

- One (1) bag, up to \$40 each way, for a maximum of \$80 for round-trip air transportation.

Parking

- Airport parking will be reimbursed at a maximum of \$15 per day.
- Hotel parking will be reimbursed at a maximum of \$38.50 per day

Other

- [Metro Rail](#) (Public Transit) will be reimbursed at a maximum of \$10; roundtrip from DCA to Crystal Gateway Marriott and back. There are only exceptions for ADA attendees and attendees arriving outside of Metro operating hours (5 am-12 am Wed-Thurs, 5 am-2 am Friday, 6 am-2 am Saturday, 6 am-12 am Sunday).
- Only Institute Presenters will be reimbursed for taxis, Uber, or other modes of transportation to and from the Institute hotel and the airport, **UNLESS** a scholar's flight schedule makes it necessary.

Unallowable

- No reimbursements will be made for meals or snacks beyond what SREB provides. This includes expenses for special dietary needs. (Waivers pre-approved)
- Saturday night is "free time" for all attendees; dinner and any other expenses will not be reimbursable.
- 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.

For questions regarding expense reimbursements, please contact Veda Overton-Houston at veda.overton-houston@sreb.org