

## Reimbursement Instructions for SCOR Working Groups

Please complete and sign the SCOR reimbursement form and return it to the email address on the form, with scans of all receipts. We can do the reimbursements based on the scans, but you should also send the original documents by regular mail for our files.

We will do your reimbursement as soon as we can, depending on the schedules for the two people in the SCOR office, who both need to be in the office to make the payments.

SCOR will normally reimburse for the night before the meeting starts, the nights of the meeting, and the night that the meeting ends, and the equivalent days of meal costs. If the meeting is occurring in conjunction with another meeting, participants should pay their own meal, hotel, and registration costs.

### Receipts Needed

**Hotel:** Submit hotel receipts showing the cost and that you paid. The hotel cost should be less than any maximum shown on the reimbursement form. SCOR reimburses actual hotel costs rather than providing a lodging per diem.

**Air and/or rail travel:** Submit receipts showing the itinerary, cost, and that you paid. Also include the boarding passes, if you printed them out.

**Meals:** SCOR reimburses actual meal expenses, but no receipts are required. Claims for meal expenses cannot exceed the meal per diems shown on the reimbursement form and should not include alcohol.

**Other expenses:** SCOR will also reimburse local transportation, visa costs, and baggage costs (but not excess baggage). Receipts should be provided for each of these expenses, where available.