Travel Reimbursement Policy

The Smith College SGA cabinet is responsible for approving reimbursement requests for students who have attended conferences. The following is a list of guidelines for the approval process. However, reimbursement amounts are determined on a case by case basis. Include itemized receipts for all transactions. All receipts smaller than letter-size paper must be taped onto an 8.5 x 11 piece of unlined paper.

I. Conference Fees
   - SGA will reimburse Smith Students for conference registration fees. If there is a late fee attached to the registration charge, the SGA will only reimburse for the standard rate without the late fee. Please attach a price quote or payment confirmation to the funding request.

II. Transportation
   - The SGA will reimburse for travel within the United States and internationally to conferences in most cases. This includes airfare, train fare, or bus tickets.
   - Please Provide 3 price quotes from different companies to show that the rate you obtained is comparable, it is preferable to include different modes of transport in the 3 price quotes.
   - Book travel as far in advance as possible to avoid higher costs.
   - The SGA will reimburse 55.5 cents for every mile driven in personal cars. A map with mileage must be attached. Only hourly and daily rates for Zipcars will be reimbursed.
   - The SGA will fund up to $100 for travel to and from Bradley International Airport.

III. Lodging
   - SGA will reimburse students for lodging while attending conference pending approval of SGA cabinet members.
   - SGA will use the US General Services Administration (GSA) and State Department Per Diem lodging amounts to determine reasonable, pre-tax lodging rates in the city where the conference is being held. Please refer to [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287) for domestic rates and [http://aoprals.state.gov/web920/per_diem.asp](http://aoprals.state.gov/web920/per_diem.asp) for international rates.
   - SGA will reimburse for lodging at a hotel where a conference is being held if staying at that hotel is required to attend the conference. If the student feels that staying at the hotel is an integral part of the conference, please attach an explanation.
   - If your lodging rate exceeds the GSA or State Department rate, an attached statement from the traveler briefly explaining the reason for the higher cost (e.g.: most rates were higher that week, reservations made late, etc.) can be submitted for consideration.
   - Itemized hotel billing statements must be submitted. SGA will not reimburse for in-room movies or other additional room expenses. Room service and snacks will not be reimbursed.
IV. Meals

- The SGA will reimburse students for meals purchased at a conference up to $40 per day.
- SGA will consider exceeding $40 in cases where meals are purchased to meet dietary restrictions. Please attach an explanation.
- SGA will not reimburse for alcoholic beverages, regardless of the attendees’ age.
- Please submit itemized receipts.