



# Reimbursable Expenses

## Reimbursable expenses include:

- Maximum 3 nights in a shared or private hotel room at the Renaissance Hotel in Orlando, FL.
- Summit registration fee
- Transportation costs (plane, bus, train, car, ground transportation to/from the airport). If traveling by car, please note that we will only reimburse for mileage and hotel parking. Items not covered:
  - Gas receipts, rental cars and tolls
  - Valet parking/private cars
  - Airline tickets purchased with frequent flyer/rewards miles and any related fees
  - Airline seat upgrades and trip insurance
  - Food and drinks not provided by the conference
  - Alcohol

## Expense reimbursement conditions include:

- Total amount of eligible expense reimbursement may not exceed \$1,000 USD per Summit attendee.
- If actual amount spent by attendee is less than the earned amount, YSC will reimburse only for actual eligible expenses incurred.
- You must submit payment receipts for all expenses to be reimbursed. Documentation of actual expenses must be submitted to YSC no later than March 27, 2018, to be eligible for reimbursement. All receipts must be itemized.
- \* Note that Travel Grant guidelines allow for the reimbursement of 50% of the hotel room rate (a shared room) using Travel Grant funds. If you receive a Travel Grant AND you earn reimbursements through Summit Fundraising, you may reimburse the full room rate as per the Summit Fundraising guidelines.