



U.S. CHAMBER OF COMMERCE FOUNDATION
Center for Education and Workforce

Expense Reimbursement Request Guidelines

The U.S. Chamber of Commerce Foundation is pleased to be able to offer reimbursement of reasonable expenses (in accordance with the guidelines below) to cover the additional costs associated with your attendance at the Business Leads Fellowship Program in New Orleans, LA.

Through grant funding, we are able to reimburse the cost of flights, taxis, and incidental expenses to a maximum of \$400. Consequently, any remaining money from the \$400 will be used by the Chamber Foundation to fund additional cohorts and continue to provide these opportunities for you in the future.

RECEIPTS

- Original receipts for items over \$10 must be provided.
- A credit card statement cannot be accepted as an alternative.

W9

- All expense reimbursement requests must be accompanied by a completed W9 tax form. Our Finance team mandates that the most up-to-date version of this form be used ("Rev. December 2014" is noted in the top left corner of the form).
- Blank W9 will be provided. If you submit a W9 for your company/organization, the check will be made out to that entity and mailed to the address listed on the form. If you submit a W9 for yourself, the check will be made out to you and mailed to the address listed on the form.

MEALS

- Most of your meals will be provided by the Chamber Foundation as part of the program. The Chamber Foundation will not reimburse for alternate meal choices when meals are provided. (i.e., if you decide not to attend the breakfast provided through the program, we will not cover the cost of your breakfast of choice.)
- We will reimburse meals purchased just prior to travel (i.e., lunch before boarding outbound flight), but we cannot reimburse meals purchased upon return home (i.e., dinner once plane lands back in airport of origin).
- To expense meals eaten with other meeting attendees, please indicate the other individuals whose meals are included in that check (first initial, last name). Expensing meals for other individuals not affiliated with the Chamber Foundation meeting will not be covered.
- We ask that meals be reasonable in cost.
- Should you request reimbursement for alcoholic beverages, we ask that consumption be reasonable and associated with your dinner. (i.e., we will not reimburse for dinner and then an additional a round of drinks, we will not reimburse receipts timestamped after 10p)



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TRANSPORTATION

- Mileage is paid only if driving your own car is your primary form of transportation.
 - If we booked a flight or train for you to attend the meeting, we will not pay for the miles you drove to the airport or train station.
 - If you rented a car to attend the meeting, we will not pay for mileage driven in a rental car but we will pay for gas.
- If your mileage is eligible for reimbursement, please include mapped directions from Point A to Point B that show the total mileage. We will then double that number to calculate total mileage. We reimburse miles at a rate of \$0.535 per mile.
- For taxi receipts, please indicate origin and destination. We will only reimburse for travel related to the meeting (i.e., to/from airport) and not for trips outside the scope of the meeting (i.e., to/from dinner unrelated to conference).
- We cannot pay for seat or check-in upgrades of any kind.

HOTEL COSTS

- Additional hotel costs are generally not reimbursable (e.g. premium channels, gym access, movies, etc.) with the exception of WiFi.