



## MEMORANDUM

**To:** Institute Participants  
**From:** Institute on Teaching and Mentoring Staff  
**Date:** October 20, 2023  
**Re:** 2023 Institute on Teaching and Mentoring Reimbursement Guidelines

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All arrangements associated with the Institute, including expenses for travel, lodging and meals, are handled through the Southern Regional Education Board (SREB) Doctoral Scholars Program office. Below are the guidelines for reimbursement:

- All requests for reimbursement must be submitted on the travel reimbursement form that can be found at <https://instituteonteachingandmentoring.org/forms-and-evaluations> **no later than December 1, 2023**. Email your form and receipts to Veda Overton-Houston at [veda.overton-houston@sreb.org](mailto:veda.overton-houston@sreb.org).
- All receipt copies must be emailed with the reimbursement form. Receipts must be dated. Only dated receipts can be accepted. Receipts must have **line items** to show what was purchased.
- 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.
- Only mileage above 50 miles one way will be reimbursed at a rate of .51 cents per mile. We will not reimburse for mileage to and from the participant's departing airport unless it exceeds 50 miles one way. Reimbursement is for mileage only, not gasoline.
- Only Institute Presenters will be reimbursed for taxis, Uber, or other modes of transportation to and from the Institute hotel and the airport, **unless travel is happening outside of shuttle hours** (11:00 am – 6:30 pm on Thursday and 11:00 am – 5:00 pm on Sunday).
- Airline baggage fees will be reimbursed for one (1) bag, up to \$40 each way, for a maximum of \$80.
- Airport parking will be reimbursed at a maximum of \$12.00 per day.
- No reimbursements will be made for snacks or meals beyond what SREB provides. This includes expenses for special dietary needs.
- Saturday night is "free time" for all attendees and dinner will be at your own expense and not reimbursable. Food, entertainment, souvenirs and travel expenses for Saturday are not reimbursable.

If you have any questions regarding expense reimbursements, please contact Veda Overton-Houston at [veda.overton-houston@sreb.org](mailto:veda.overton-houston@sreb.org). We look forward to seeing you in Atlanta!