

Tutorial Instructor Travel Expense Reimbursement Policies

USENIX will reimburse reasonable travel expenses in accordance with customary business practices. Unless otherwise agreed upon in writing prior to travel, the following guidelines will be used for travel expense reimbursement for tutorial instructors. If you have any questions about these policies, please contact Casey Henderson, Executive Director, via casey@usenix.org.

Air Travel

USENIX requires that travel arrangements be made at least 21 days in advance of departure to take advantage of discounted fares. Air travel will only be reimbursed at the tourist or coach fare level for the most direct route on a scheduled airline.

Ground Transportation

Taxi or airport shuttle transportation will be reimbursed. Limousine transportation is not reimbursable, unless the rate is equal to or less than that of taxi or airport shuttle. Personal auto use will be reimbursed at the [IRS statutory mileage rate](http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates) (<http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>) in place for the year of the conference, up to the equivalent rate for air travel at the coach fare for the same itinerary. Tolls will also be reimbursed.

Car Rentals

Car rentals must have prior authorization. Reimbursement for car rentals will only be made after the original or scan of the rental contract has been submitted to USENIX.

Parking

Airport parking will be reimbursed for one day more than your contract provides for your hotel room.

Hotel

Your lodging at the conference hotel will be billed directly to the USENIX Association. Lodging not directly billed to USENIX (to the limit specified in your contract) will be reimbursed upon presentation of the original or scan of the hotel bill.

Meals

Meal expenses will be reimbursed to a daily maximum established by the [GSA Meals and Incidental Expenses rate](http://www.gsa.gov/portal/content/104877) (<http://www.gsa.gov/portal/content/104877>) in place for the year and location of the conference. Please reference the meals and incidentals rate (M&IE) at the far right of the chart. Instructors must have separate receipts when dining with a group of instructors.

USENIX will not reimburse personal expenses; for example, hotel gift shop purchases, movies, laundry, sundries, and other similar expenses.

Please complete the USENIX expense reimbursement form (located at <https://www.usenix.org/expense-report>) and submit it within 30 days after the conference with original or scanned receipts for all expenses over \$25. Expenses submitted after 45 days will not be reimbursed.

Send completed form and receipts to finance@usenix.org or to:

Finance Department
USENIX Association
2560 Ninth Street, Suite 215
Berkeley, CA 94710
USA

USENIX reserves the right to deny reimbursement of expenses not supported by original receipts or that do not adhere to the above policies.