



## **CryptoClub Trainer Reimbursement Policy and Process CryptoClub ToT April 4-6, 2017**

The CryptoClub Project at the University of Chicago will reimburse your travel expenses for the CryptoClub Training of Trainers to be held in Chicago on April 4-6, 2017.

Please schedule your trip so you can arrive in time for the start of the workshop, Tuesday, April 4, at 8:00 am. Please schedule your return flight to depart after 5pm on April 6, to allow time to get to the airport. Let us know if you are unable to find a flight departing after this time and need to stay an extra night.

A room has been reserved for you at the [Hyatt Place-Chicago South](#), for April 3, 4 and 5. It will be paid for directly by the project, excluding room service and incidentals.

### **Reimbursable expenses**

Reimbursement is based on actual expenses; we do not provide per diem. Receipts are required. The following expenses can be reimbursed:

- Airfare, including one checked bag, maximum \$35 one way (\$70 round trip).
- Mileage in lieu of air or train fare, maximum \$220.
- Parking (long-term parking rate) at your home airport.
- Ground transportation to/from the airports and your hotel. **NOTE:** We encourage ride sharing when possible. If you are able to travel with other trainers, only one person will need to pay and can include the expense in the reimbursement form.
- Meals \$90 total, for dinner April 3, 5, and 6. Other meals will be provided. Alcohol expenses cannot be reimbursed. For each meal, please provide both a detailed receipt that itemizes the expense and a summary receipt that includes gratuity.

### **Reimbursement Process**

1. Fill out the Expense Report-CryptoClub ToT form after your travel is complete and return it, along with your original receipts taped to a blank sheet of paper, by May 15, 2017.

Reimbursements will be processed in approximately 60 days. Please mail to:

Regina Littleton  
1427 East 60th Street, Room 104  
Chicago, IL 60637

2. For quicker processing, you may scan and email the form and receipts to Regina Littleton at [rlittleton@uchicago.edu](mailto:rlittleton@uchicago.edu), then follow up by mailing the form and original receipts.

If you anticipate your travel costs exceeding this amount, or have questions about the reimbursement procedure, please check with Janet Beissinger ([beissinger@uchicago.edu](mailto:beissinger@uchicago.edu)) prior to purchase.