Reimbursements from CCURI

**All reimbursement requests MUST include original itemized receipts**

**All reimbursement requests MUST be submitted within 30 days of event or by August 31 of the event year, whichever occurs first**

Mail attached form with original itemized receipts to:
Heather Bock

Finger Lakes Community College

3325 Marvin Sands Drive

Canandaigua, NY 14424

**CCURI will reimburse for the following expenses:**

Mileage from home to airport/hotel and back – map showing starting location and destination with mileage listed is required.

Taxi or shuttle service from home to airport, airport to hotel and back. 18% gratuity is allowed.

Checked bag fees

Parking at airport or hotel if drove to conference

Meal expenses within the following limits:

**Itemized Receipt required for all meals.**

**No reimbursement will be made without an itemized receipt.**

**Meal limits for each day:**

Breakfast (receipt required) - $13.00 per day
Lunch (receipt required) - $15.00 per day
Dinner (receipt required) - $26.00 per day

If a meal is provided as part of the conference, no reimbursement will be made for that meal time
**NO reimbursement for alcohol** – Receipts with alcohol listed will not be accepted for reimbursement

**Paying for meals for additional people**

If you cover meal expenses for persons other than yourself, you must list the date, meal (breakfast, lunch or dinner) and names of persons paid for on your reimbursement form. If this section is not completed, we will assume one person for each itemized receipt submitted.

**CCURI will NOT reimburse for the following:**

Rental Cars (unless approved by CCURI prior to travel)

Alcoholic beverages

Tips for bellboy, valet parking etc.

Gas (we pay mileage)

Incidentals – (eg. coffee not with a meal, snacks)

Entertainment

Transportation to meals or entertainment