



Imaginarium at Indiana Wesleyan University Travel Reimbursement Guidelines

TRANSPORTATION

FLYING TO THE EVENT

Booking Flights: Imaginarium at Indiana Wesleyan University will provide instructions in the registration confirmation email about how our travel agent will be contacting you to book your flight. Flight arrangements are billed directly to Imaginarium. If you book (or re-book) a flight on your own, you will not be reimbursed unless you receive prior approval from Imaginarium staff. Baggage fees and in-flight Wi-Fi will be your responsibility.

Canceling Flights: Your flight must be canceled 24-48 hours prior to your departure by sending an email to imaginarium@indwes.edu. Your ticket cannot be transferred to another person. The purchased ticket cannot be saved for another time outside of the gathering dates.

TRAVEL TO AND FROM THE AIRPORT

Driving: Imaginarium will reimburse your mileage at the current standard rate of \$0.525 per mile. You must submit an image of a map showing your route and mileage. Fuel expenses will not be reimbursed.

Airport Parking: Imaginarium will reimburse you for economy airport parking. If you do not park in an economy lot, you will still be reimbursed at the economy rate.

Taxi/Lyft/Uber: You will be reimbursed for a taxi or ride service from your home to the airport of your departure, and back, with receipts. If economy parking would be less expensive than a ride service, you are encouraged to park your car at the airport. Imaginarium will reimburse for a taxi or ride service from the arrival airport to the event and back.

DRIVING TO THE EVENT

Mileage Reimbursement: Imaginarium will reimburse your mileage at the current standard rate of \$0.525 per mile. Mileage expenses may not exceed the lowest available airfare between your city of departure and the destination. As your receipt, please submit a map that shows total miles traveled. Fuel expenses will not be reimbursed.

Car Rentals: Imaginarium staff must pre-approve all car rentals. Please use economy class vehicles. For car rentals, Imaginarium will reimburse gasoline expenses in addition to the cost of the vehicle. If you did not receive approval from Imaginarium staff for a car rental, you may not be reimbursed at our discretion.

Lodging Parking: Parking is available at the residence, and you do not need to submit a separate receipt for parking expenses. Please park at the residence as instructed. Do not park in other locations; you will not be reimbursed. You will be advised prior to the event as to the residence's parking guidelines.

LODGING

Lodging (room and tax) will be covered directly by Imaginarium. In-room charges, such as phone calls, movies, snacks and room service, will be billed to you directly and will not be reimbursed.

MEALS

Covered Meals: During the event, Imaginarium will provide all meals, beginning with dinner on the first night and ending with lunch on the last day. If you arrive early on the first day of the event or must arrive the night before due to your geographical distance, Imaginarium will reimburse you for your meals when none are provided at the venue. The Imaginarium will also cover meals during the days of travel. Whenever group meals are provided, Imaginarium does not reimburse for personal meals or extra snacks or beverages unless arranged in advance with Imaginarium staff due to special dietary needs.

Meal Allowances: For meals not provided by Imaginarium as outlined above, you may be reimbursed up to the following amounts (excluding tax and gratuity):

Breakfast: \$15.00

Lunch: \$20.00

Dinner: \$30.00

Alcohol: Imaginarium does not reimburse for alcoholic beverages.

Receipts for Meals: Itemized receipts are required for reimbursement (an itemized receipt lists out each item, rather than just the total amount. Restaurants typically give both receipts to you). Alcohol should be paid for on a separate check, as it will not be reimbursed.

TIPPING

Meals and Taxis: Imaginarium will reimburse gratuity for meals and taxis (with receipts) between 15-20%.

Hotel Staff: Imaginarium strongly encourages participants to tip hotel service personnel, such as porters, valets and housekeepers. However, Imaginarium does not reimburse such expenses.

REQUEST FOR EXPENSE REIMBURSEMENT

An online link to the travel reimbursement form will be emailed to you at the end of the event. Itemized receipts are required for reimbursements and will need to be uploaded to Imaginarium using the link provided.

Travel reimbursement requests should be submitted within 30 days (no more than 60 days) of the conclusion of the event. Reimbursements submitted after the 60-day period will be under review.

QUESTIONS?

Please contact Imaginarium at Indiana Wesleyan University at imaginarium@indwes.edu, and a member of our team will assist you.