Dear Event Participant:

The organizers of this DIMACS event have awarded you a reimbursement of the travel expenses you may have incurred to participate. This memo is to make you aware of the policies and procedures involved in claiming your travel expenses. Please note these are policies devised by our funding agencies that both DIMACS and Rutgers University are required to follow. Therefore, travel arrangements that are outside of these policies may not be reimbursed.

In order to claim your travel expenses it is required for you to fill out the attached DIMACS Reimbursement Form, which is attached to this memo. It must be filled out completely, signed, and mailed with the original receipts for those expenses you are claiming for reimbursement.

In regards to air travel; our funding agencies require that airfare reimbursed through these funds must be on a US Flag Carrier. For international travel, US Flag Carriers such as American Airlines, Continental, Delta, Northwest, and United are sometimes “code shared” with an international carrier. If the international carrier does not have a “code share” with a US Flag Carrier, you will not be reimbursed for the airfare. Please note that our funding agencies do not allow exceptions to this policy for convenience, preference, or availability of lower cost carriers.

Travelers who combine DIMACS travel with other trips can be reimbursed for at most to cost of a round-trip, coach class, and standard flight. It is suggested that you obtain documentation from your travel agent indicating what the total cost of a round trip flight would be, and submit this with your boarding passes and any receipts.

If you obtained an airline ticket through the internet, Rutgers University requires that you include any and all email confirmations in which you received for your purchase, the original airline receipt, and boarding passes. Without these items, the university may not reimburse you for this expense.
All travel is subject to our funding agency’s requirements for “reasonable” costs. These are interpreted as coach class airfares, standard airport limousines or cabs, and similar transport. Persons traveling by private aircraft, luxury ocean-liners, etc. can be reimbursed for at most the cost of “reasonable” carriers.

Local expenses, such as hotel accommodations, meals, cabs, etc. must be documented with original receipts. Restaurant meals should be documented with individual receipts for your expenses only. Meal receipts showing entrees for more than yourself should be itemized to show the items you purchased. DIMACS does not reimburse for meal expenses for others besides your own. Alcoholic beverages are also not reimbursable.

Hotel receipts include the itemized bill and should show a balance of $0.00 indicating that the balance has been paid in full. Personal charges such as telephone calls, internet hookup, pay-per-view, laundry services, etc. are not reimbursable.

Even registration fees are also not reimbursable for any reason. The registration fees collected at each DIMACS event are used to cover catering costs, material costs, and staff support.

Processing of your reimbursement:

The DIMACS Reimbursement Form and corresponding original receipts can be mailed to the DIMACS Financial Assistant after your visit to DIMACS. Travel expenses can be claimed up to six months after the event attended. However, it is suggested that you send the form and your receipts at your earliest convenience.

Once your reimbursement request has been received the DIMACS Financial Assistant will first process it. This may take 2 - 3 weeks. Once processed and approved by DIMACS, your reimbursement request is then sent to the Accounting Department for further approval and the production of a check. This usually takes 4 - 6 weeks, however it should be mentioned that this time frame cannot be guaranteed. Once the check is produced and received by the Financial Assistant, it will be mailed to the address you provide on the reimbursement form. Please note the funds cannot be electronically wired to a bank account, personal or otherwise.

You have 90 days to cash the check before it is invalid. If you happen to not cash the check within this time, please contact the Financial Assistant immediately.

If you have any questions regarding the reimbursement process or would like an update on the status of your reimbursement, please do not hesitate to contact the Financial Assistant through email at financial-assistant@dimacs.rutgers.edu.