Travel Reimbursement Guidelines

Terms of Reimbursement.

Unless explicit, written permission is issued from hello@hackutd.co , all following guidelines must be followed. HackUTD reserves the right to make any changes to this policy as necessary.

- Travel reimbursement acceptance guarantees you and your team spots at HackUTD.
- To be eligible for priority consideration, the request for reimbursement must be submitted to the request form by October 15th 2024 at 11:59 pm. All requests after will be evaluated on a rolling basis.
- Travel must be approved with an email from the HackUTD team email - hello@hackutd.co
- We will be in touch by October 20th with a decision regarding reimbursement for priority applications.
- Once travel is approved, you will have one week to send proof of booking (if reimbursing a bus or flight ticket).
- All travel must be a regular economy or economy seat.
- HackUTD will not cover costs of seat upgrades, extra bags, or any other abnormal fees or charges.
- Travel reimbursement money can only be used for any combination of gas, car rental, bus ticket, a flight ticket.

Reimbursement Requirements

- You must have been accepted to HackUTD and will be in-person for the event.
- You will submit a project at our hackathon.
- HackUTD will only reimburse travel if you are traveling more than 50 miles.
- This will be measured using the shortest Google Maps driving distance from your address to the venue location.
- If you are traveling more than 250 miles, you will be eligible for flight reimbursement.
- Flight reimbursements are handled on a case by case basis.
- Generally, the maximum per participant traveling is $50.
- If you are traveling in a group, we will reimburse up to $50 a person, with a maximum of $200.
- HackUTD will consider reimbursement of flight & bus tickets, car rentals, and gas.
- An itemized receipt is required for all of the expenses.