



Hello Hackers!

Please Note: Our reimbursement policy has undergone changes so please read this carefully, even if you have already reached out to us with questions.

To receive travel reimbursement this year, you must follow the link below and fill in the form by 11:59 on October 30th (Wednesday).

<https://redcap.vanderbilt.edu/surveys/?s=TA8WWFYANH>

This will consist of you entering some contact information and then printing, filling out, scanning, and uploading two forms (W9 and an ACH) that will allow you to be approved by Vanderbilt University for payment. If you would prefer not to enter and send your social security number or bank account number over Redcap (FISMA compliant) please email travel@vandyhacks.org to set up a time to call the person in charge of reimbursement so that they can note it down and write it in later. If you choose to do this, you must still submit the forms with all other fields filled in before the deadline.

If you are traveling by car, the maximum reimbursement you can receive is **\$50. Only the first 60 cars to fill out the forms are guaranteed reimbursement.** Only one person per car can apply for this.

If you are traveling by air or greyhound, the maximum reimbursement you can receive is \$100. **Only the first 20 people to fill out the forms for a flight are guaranteed reimbursement.**

If the guaranteed reimbursement list is full, you will be placed on a waitlist. You will receive an email informing you whether you are guaranteed reimbursement or are placed on the waitlist after you submit the form.

We will announce the timings for office hours where you must bring your receipts from your journey to complete your end of the process.

The amount to be reimbursed will be directly deposited in your account 3-4 weeks after the event by Vanderbilt University.

A few final reminders:

- **Fill out the forms as soon as possible and make sure that the signature is by hand.**
- **Save the receipts during travel.**
- **Look out for the email after check-in at the event.**

Thank you! We look forward to seeing you at VandyHacks this year!

All the best,

The VandyHacks Team