

HackUTD IX Travel Reimbursement Policy

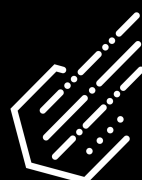


Travel Reimbursement Guidelines

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 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.

Reimbursement Process

Reimbursements will be processed on Sunday, November 13th, once project submissions are closed. Reimbursement processing will end on Sunday, November 13th, at 10pm CST.

- Reimbursement will be made through a Paypal or Zelle payment to the email or phone number listed on the travel reimbursement request.
- Reimbursements can take up to 3 days to fully process and post to your account, but they are guaranteed once accepted.

