

Reimbursement Procedures for visitors to Enterprise and the Entrepreneur at Harvey Mudd College in Claremont - effective September 1, 2013

This portion of our request to have you speak is included in all correspondence to make sure we all understand who pays for what and how.

All reasonable travel and lodging expenses for your trip will be paid for by the Harvey Mudd College Entrepreneurial Network, administered by Professor Gary Evans. In most cases we follow this procedure:

We ask that you, the visitor, make all travel arrangements and pay for them. If you fly, we will reimburse you for your travel expenses, including the cost of the flight, parking fees and ground transportation, after you have submitted your receipts to Professor Evans.

Because these accounts are audited and because processing Request for Check (RFC) procedures are time-consuming (for Professor Evans, who does them directly) please follow these procedures:

1. Keep all receipts organized and present them to Professor Evans as (a) the actual receipt, or (b) a clear and complete photocopy of the actual receipt, or (c) a pdf version of the receipt, especially if the transaction was recorded online. The latter can be sent as email attachments. Please make sure the receipts are clear and legible. We do not accept photos of receipts taken by smartphones or receipts in photo formats, like jpg.
2. With the receipt include a brief cover note summarizing your calculation of how much you think that we owe you (it can be extremely cryptic and can be done by email).
3. In that same note, include the ***mailing address*** to which we send your check.

Most people do this by email with pdf files attached.

If you travel by your own auto, please make a record of the mileage traveled. The HMCEN will reimburse you at the flat rate of \$0.565 per mile. (We prefer to do this rather than reimburse for gasoline and related receipts - also this number can change slightly at any time).

Lodging arrangements can either be made directly by the visitor or by Professor Evans and should be discussed prior to the trip. Professor Evans prefers that the visitor pay for the lodging with a credit card, and request reimbursement with the travel expenses, but if this imposes a hardship for the visitor, Professor Evans will arrange for the room to be charged to his own card.

Some of the meals will be provided as part of the visit (such as a dinner the night of the talk), but the HMCEN will also reimburse meal expenses if the visitor keeps receipts and submits those with other reimbursement requests.

It usually takes about two or three weeks for reimbursement checks to be processed.

GENERAL UNDERSTANDING OF ACCEPTABLE EXPENSES

If the HMCEN is paying for travel, lodging and food expenses, unless we make an exception based upon a request to Professor Evans, the following restrictions apply:

- Air travel will be paid for trips to the college that are dated either the day before or the first day of the scheduled visit, but not before that date unless a prior arrangement has been made with Professor Evans.
- Air travel will be paid for trips departing the college that are dated the final day of or the day after the scheduled visit, but not after that date unless a prior arrangement has been made with Professor Evans.
- Lodging will be paid for if scheduled the evening before the first day of the scheduled visit, if requested, and the day or days of the scheduled visit. Additional days will be paid for only if a prior arrangement has been made with Professor Evans.