Travel Reimbursement Guide

MedHacks 2017:

Hackers across all disciplines, skill levels, and locations will unite to meet with experts in every part of the medical field here at Johns Hopkins to develop solutions to healthcare problems across the globe

September 8-10, 2017

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Instructions

Travel is capped at a certain level depending on what type of traveler you are: Regional ($50), National Traveler, and International Traveler. There are limited Regional reimbursements offered and both National and International travelers need to fill out an application for prior approval. Please refer to the website for details.

Your social security number or national identification number is required for reimbursement. You will also fill out a Non-Employee Travel Reimbursement Form. In addition, please fill out, date, and sign a W-9 form and submit your itemized receipts by uploading them to the application form or emailing reimbursements@medhacks.org.

All3 JHU required forms can be found in this folder:
https://drive.google.com/drive/folders/0B2Uaiezqv7E5eG4yd3cwS3M0SFk?usp=sharing.

The following will be reimbursed with submission of **original and itemized** receipts:

1. Local Travelers (within 25 miles of Johns Hopkins medical campus) will unfortunately not receive reimbursements if they choose to not take the provided UMD bus or other free transportation.

2. Regional Travelers: Hackers arriving from the Northeast US travelling by bus or train may receive a reimbursement of the cost of their journey, up to $50. You must clearly identify the full address of the trip's origin and number of miles traveled per trip. A printout of an online mapping direction showing the mileage should be submitted as backup. This will be completed on a first-come-first-serve basis in conjunction with regional travelers.

3. Domestic Airfare: will be reimbursed with receipts only. Itinerary or electronic tickets showing the invoice has been paid or charged to credit cards, and a copy of the air ticket are required. A copy of the credit card statement is needed if proof of payment is not listed on the airfare receipt. Please note when booking your flight that accommodations must be made at the lowest coach class fare available which meets business needs. First Class and Business Class tickets will not be reimbursed. Reimbursements will depend on region in which one is flying from. For example, hackers travelling from the Midwest (Chicago area) may be reimbursed up to $100, which those coming from the west coast may be reimbursed up to $250.

4. International Airfare: will be reimbursed with receipts only. Itinerary or electronic tickets showing the invoice has been paid or charged to credit cards, and a copy of the air ticket are required. A copy of the credit card statement is needed if proof of payment is not listed on the airfare receipt. Please note when booking your flight that accommodations must be made at the lowest coach class fare available which meets business needs. First Class and Business Class tickets will not be reimbursed. MedHacks may reimburse up to $500 and will take mileage into account when determining reimbursement amount.

We suggest that you keep copies of original receipts for your records. Reimbursements typically take 3-4 weeks to process once the workshop has concluded. NOTE: Third party receipts will not be reimbursed. For example if Bill and Steve are attending MedHacks and Bill calls a Lyft and Steve rides with him and gives him $20 to cover his half of the expense. In this case, Steve could not submit a reimbursement request asking for $20, since this is a third party receipt. If Bill and Steve had split the Lyft on the app, both would have an actual, itemized receipt detailing both parties' expenses for the ride, which both could submit for a MedHacks regional reimbursement.

MedHacks reserves the right to refuse reimbursement to anyone who fails to comply with the MLH and MedHacks guidelines while participating.