

# Summit 2023 - Reimbursement Guidelines

The following guidelines have been established to encourage efficient paperwork flow and expedite reimbursement.

- Review the below guidelines
- Fill out the [Attendee Information Form](#)
- Submit Expenses via the NumFOCUS Summit 2023 Project

Please fill out the Attendee Form to ensure we have your travel and accommodation details. This will help us determine the number of attendees, days in which you will be attending, and your accommodation nights. We will collect your name, email, hotel accommodation dates, and your contact information. We will use your email provided on the attendee form for reimbursement purposes, and will send you an Open Collective invite to the NumFOCUS Summit 2023 collective to submit expense reimbursements.

## Travel Budget

- \$1,500.00 USD - International Travel (Outside Europe)
- \$500.00 USD - Domestic Travel (Travel within Europe)

***Please try to submit your reimbursements as one claim once the summit concludes. If you are unable to hold off on reimbursements, please try to group your claims to reduce the workload on our staff.***

## Reimbursable Expenses

Should a traveler exceed original estimates reimbursement is at the discretion of the existing budget and approval by NumFOCUS.

- Expenses related to Visas to participate/attend event
- Economy and Coach Fares (see below for exclusions)
- Taxi, Lyft, Uber, or other rideshare apps (for transport to/from event or to/from airport)
- Mileage (A map or mileage calculator showing travel such as Google Maps)
  - The 2023 IRS mileage business travel reimbursement rate is 65.5 cents per mile
- Meals which are not provided by the conference/event (up to two meals, \$20/meal max)

## Non-reimbursable Expenses

Certain expenses are not generally reimbursable from NumFOCUS funds. Any exception will require prior approval from NumFOCUS.

The following are **not** reimbursable:

- Alcohol and alcoholic beverages
- Articles and/or cash stolen or lost
- Late fees or other fees for personal credit card
- Unauthorized trips or entertainment
- First class or business class airfare and train tickets
- Extra leg-room, extra checked baggage fees, onboard WiFi, and other fees for airfare, train, or bus tickets
- Articles of clothing or other personal items
- Private/Premium car services (other than the normal fare Standard Taxi/Uber/Lyft)

- Any other items not necessary for participation in the event

**Reimbursement procedure overview.**

Reimbursement requests **must be submitted** through the [NumFOCUS Summit 2023 Open Collective](#).

Here are [the OC instructions](#) on how to submit an expense.

Be sure to:

- List expense(s) and cost breakdown
- Attach invoice(s) or itemized receipt(s) (showing proof of payment)
- Include original or copies of original invoice or receipts only
- If requesting reimbursement for items requiring pre-approval, documentation of approval is required

For questions on the above email: [finance@numfocus.org](mailto:finance@numfocus.org)