

SILL Travel Reimbursement Policy

SILL's travel reimbursement policy applies to all persons who incur travel costs while traveling on SILL business or who travel to and from Sarasota in order to participate in the SILL Program.

Any exception from the stated policy must be approved in advance by the SILL representative who authorized or requested the travel.

1. Airfare

Travelers shall be reimbursed for a round-trip, economy-class air ticket, to and from their city of residence. When possible, advance reservations should be made to take advantage of the lower rate structure. In extraordinary circumstances, travelers may be reimbursed for fares other than those described but prior authorization by SILL's representative is required.

2. Ground Transportation

Travelers shall be reimbursed for transportation between their homes and airports and for local transportation during the period required by their appearance at the SILL Program. Rental cars should not exceed mid-size models. Reimbursement for vehicle rental shall be limited to the period of SILL involvement.

3. Hotel

Travelers shall be lodged at Hotel Indigo for the period required by their appearance at the SILL Program. The hotel will bill the room, meals and local telephone calls directly to SILL. Accompanying spouses are welcome as long as the traveler assumes any extra cost. In the event that a speaker chooses to stay with family or friends in the Sarasota area, the speaker can 1.) invite their host to the dinner hosted by SILL; or 2.) take their host to dinner, which will be reimbursed by SILL after providing the receipt.

4. Meals

Travelers shall be reimbursed for meals during the period required by their appearance in the SILL Program.

5. Out-of-pocket Expenses

The invoice for out-of-pocket expenses should be submitted as soon as possible. Airfare and other appropriate receipts should be attached.