

## VIH PROGRAM

### VIH Policy on Travel Reimbursements

As part of the VIH Program, VIH awardees are required to attend two weekend-long retreats held in Pittsburgh, PA. VIH awardees will be reimbursed for travel expenses in accordance with the following policies:

- VIH awardees must complete a VIH Travel Reimbursement Form and have it signed by their campus coordinator.
- VIH awardees must completely fill out, sign and mail a 'wet-signature' W9 to the VIH Director.
- Both the Travel Reimbursement Form as well as the W9 can be found on the 'Retreat' page of the VIH website.
- The reimbursement check will be mailed to the address on the W9. Please make sure this is the correct address.
- All forms must be submitted within 10 days of travel or they cannot be processed.
- Reimbursement checks will be mailed within 6-8 weeks.
- VIH awardees at institutions within the city of Pittsburgh are not eligible to be reimbursed for travel expenses. These institutions include: Chatham University, Duquesne University, Carlow University and the University of Pittsburgh at Oakland.
- VIH awardees attending Arcadia University, Temple University or Lincoln University can choose to fly, drive or take the bus to the retreat. Should the VIH awardee choose to fly to Pittsburgh, the VIH Program will purchase their plane ticket through the University of Pittsburgh's travel agency. The students will fly out of the Philadelphia airport. VIH awardees must use coach fare and will not be reimbursed for cancellation fees / penalties incurred as a result of a change of travel plans.
- VIH awardees at all other VIH institutions can choose to drive or to take the bus to the University of Pittsburgh. The expenses will be calculated from the home institution, even if the dates of the retreat fall over an official institutional break.
- Should the VIH awardee choose to take the bus to Pittsburgh, they must turn in the receipt for the bus ticket within ten days of travelling.
- Should the VIH awardee choose to drive, their mileage reimbursement will be calculated from the address of her university or college to the address of the University of Pittsburgh. Mileage reimbursement is calculated in accordance with the mileage reimbursement rate established by the Internal Revenue Service (IRS). The mileage rate must be calculated from your home institution, not from your home address or other location.

