

Travel Reimbursement Guide

MedHacks 2.0:

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

September 23-25, 2016

INSTRUCTIONS

Travel is capped at a certain level depending on what type of traveler you are: Regional Traveler (\$50.00), National Traveler (application and prior approval required), and International Traveler (application and prior approval required). Please refer to website for details.

Your social security number or national identification number is required for reimbursement. Please fill out, date and sign a W-9 form and submit your itemized receipts by uploading them to the application form, or via fax 410-516-4594 (please email hlwheeler@jhu.edu to inform her a fax is on the way) or first class mail to the following address:

Heather L. Lockard-Wheeler
Administrative Coordinator
Center for Imaging Science
Johns Hopkins University
3400 N Charles Street, 301 Clark Hall
Baltimore, MD 21218

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

1. Ground Transportation: Taxi/Uber to/from Baltimore airports only will be reimbursed with receipts. Round trip mileage with prior approval for personal vehicle use will be reimbursed at 0.54 cents per mile. 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. Car rentals will not be reimbursed.

2. 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. 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.
3. Bus/Train: will be reimbursed with receipts only. Itinerary or electronic railroad/bus tickets showing the invoice has been paid or charged to credit cards, and a copy of the ticket. A copy of the credit card statement is needed if proof of payment is not listed on the railroad/bus receipt. Please note to purchase the lowest coach class fare when booking your bus or train.

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 2.0 and Bill books a hotel room, under his name only, and Steve asks to stay with him and gives him \$200.00 to cover the hotel expenses this is a third party receipt and will not be reimbursed because an actual, itemized receipt detailing Steve's hotel expense does not exist. The solution is to book the hotel room using both parties names so that when the hotel folio, itemized receipt, is printed both Steve and Bill each have a receipt to submit for reimbursement.

Any reimbursement requests received after October 5, 2016 will not be honored.

Additional JHU required forms for reimbursement:

Domestic Travelers:

Please complete a W9 <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

International Travelers:

IF Individual is a FOREIGN citizen with a FOREIGN Bank and/or has a FOREIGN address, wire instructions and bank verification are required per policy:

1. Complete - TRAVEL Non-Employee Vendor Add Request form. ssc.jhmi.edu/supplychain/forms/shared_services_forms/vdes.pdf
2. Complete - INTL Wire instruction form to be completed. http://ssc.jhmi.edu/accountspayable/DataFiles/wire_transfer.pdf

3. Provide - WIRE VERIFICATION required per policy, ssc.jhmi.edu/bin/s/i/intlwirepoliciesandrequirements0709.pdf ...
Acceptable Verification for INDIVIDUAL's accounts - per policy, Accounts Payable requires an **Official Bank Document** which details the required banking info. This can be in the form of a Letterhead received from the Individual's Bank which details complete banking instructions –OR– A copy of the Individual's Bank Statement (usually easiest to obtain) –OR– Our INTL WIRE Form completed, signed & Bank stamped by the Individual's bank.

Please specify a complete mailing address (no P.O Box) for mailing your reimbursement check.