



SHS Section Award Winner

FRI Travel Reimbursement

The award winners will be reimbursed for their FRI travel expenses, in keeping with IAFC and SHS Section Travel Policies. Please see below for key information regarding the travel reimbursement and contact SHSS liaison Taylor Munday at tmunday@iafc.org with any questions.

Awardees will receive a copy of the Expense Report (Excel) that must be completed and submitted with **itemized receipts** following FRI to receive their reimbursement. There is a lost/missing receipt form that can be completed and submitted in lieu of an itemized receipt, if necessary.

Awardees are invited to bring family/friends/coworkers with them to the SHS Section 20th Anniversary Celebration, but travel will only be reimbursed for the awardee.

1. Flight

Round-trip, coach airfare for the award winner will be reimbursed. If the awardee chooses to upgrade their ticket, they will be reimbursed for only the coach equivalent of that flight.

2. Baggage

One checked bag within standard weight limits per flight (to and from Orlando for FRI) will be reimbursed.

3. Hotel

Three nights' hotel – covering the room rate plus all applicable taxes and fees – will be reimbursed.

Any additional charges to the hotel folio (food, beverage, etc.) may not be reimbursed.

4. Ground transportation

Uber/Lyft/taxi/etc. between home and the home airport and between MCO and FRI hotel.

5. Meals

Awardee will be reimbursed for meals, up to \$75/day, for four days. Itemized receipts will be required for all meal reimbursements.

IMPORTANT: Alcohol and the associated percentage of any tax/tip is not eligible for reimbursement.

6. Ground transportation

May include:

- Uber/Lyft/taxi/etc. between home and the home airport OR mileage between home and home airport and airport parking
- Uber/Lyft/taxi/etc. between Orlando airport (MCO) and FRI hotel
- Uber/Lyft/taxi/etc. between FRI hotel and restaurant for dinner

Additional Information:

Full Conference FRI Registration is also included for the awardee. Award winners can pick up their conference credentials from the registration desk during their normal operating hours, at no charge to the awardee.