

*Society for Chemical Hazard Communication
Program Committee
Travel FAQs*

Q: What is reimbursable?

A: For eligible speakers, air/rail/car, hotel, meals, and transport are generally able to be reimbursed when traveling as a speaker to one of the SCHC meetings. In general, SCHC will cover the charge of the room but not charges to the room.

Q: Who is eligible?

A: Speakers who are not members of SCHC are eligible for reimbursement. SCHC members who are also speakers are not typically reimbursed (unless a special request is made and granted via the Program Committee Chair).

Q: Do I have to use my credit card?

A: Our SCHC Administrator can charge certain travel expenses on the SCHC card or you can use your own and submit a report for reimbursement.

Q: Do I have to submit my receipts?

A: An original receipt is required for expenses over \$15. All receipts should be saved and submitted to the Program Chair with your expense report regardless of whether you use your credit card or the SCHC credit card is used for you. A copy of your credit card bill is not acceptable.

Q: Can I fly First Class or upgrade my room to a suite?

A: While we certainly want to accommodate you as our guest, SCHC is a non-profit organization and as such is not in the position to authorize anything but economy travel accommodations. You may pay for the difference in any upgrade. We will work with you to help you get any complimentary upgrades during your travel

Q: Can I use my points to upgrade?

A: You are more than welcome to use your frequent traveler points to upgrade your accommodations and we are happy to include your frequent traveler number when making reservations for you.

Q: Can I stay for the rest of the meeting? Do I have to pay?

A: Speakers who are not members are welcome to attend the remainder of the meeting as a guest of SCHC. They do not have to pay the meeting fee.

Q: Will SCHC reimburse me for any tours or excursions taken while I am attending the meeting?

A: All travel and activities for personal purposes taken during travel authorized by SCHC will be at the traveler's expense and not subject to reimbursement.

For more information, forms and the complete Travel Policy, please visit SCHC

www.schc.org