The Villanova University Alumni Association appreciates and values the time volunteer leaders spend moving our community to new heights. The Office of Alumni Relations will take every measure to ensure your volunteer experience is an enriching and meaningful one. Please help us deliver the best value to our campus community by observing the reimbursement guidelines below. We hope these details will guide you in making cost-effective decisions.

If you have any questions about the following information, please contact Matt Gwin, Director of Volunteer Engagement, at matthew.gwin@villanova.edu.

---

**Eligibility**
Reimbursements will be paid to recognized volunteer leaders who offer their time and talents to the following organizations: VUAA Board, Past Board, Affinity Groups, Regional Chapters, Reunion Class Committees, and SMART Cats. Reimbursements will be processed only to those volunteers who participate in the 2016 Volunteer Leaders Conference on Friday, October 21.

**Travel & Hotel Reimbursements**
Villanova University will reimburse the cost of your main mode of transportation to the conference. We will also cover a one-night hotel stay with our partner hotel, the Residence Inn Philadelphia Conshohocken, 191 Washington St, Conshohocken, PA 19428 for those traveling from a distance greater than 75 miles from campus. For additional requests please contact Matt Gwin for assistance.

**Airline Transportation**
Please keep in mind:
- Villanova University requests that you book the lowest possible airfare on all flights.
- Economy cabin seating will be covered by the University.
- Villanova University will reimburse round-trip airfare up to $500. If you cannot find flights under $500, please contact Matt Gwin for assistance.

Here are some guidelines to help you locate the most reasonable airfare:
- **Book Early:** We ask that you book flights at least 21 days before your departure in order to take advantage of the largest discounts.
- **Choosing a Carrier:** Although many travelers have a preferred airline, we ask that you please make your carrier choice based on the lowest available fare.
**Alternative Transportation**

Train: Domestic rail transportation (including Amtrak and SEPTA Regional Rail) will be reimbursed at economy rates.

Personal Auto: Villanova University will reimburse at the IRS guideline rate (*currently $0.54/mile*), plus toll charges. Please note starting and destination points and total mileage. If you anticipate that your trip will exceed 500 miles, please contact Matt Gwin.

Rental Car: If you anticipate needing a rental car, please contact Matt Gwin prior to purchase. Please note, there will be a shuttle bus available to transport you from the hotel, to campus, and back on the day of the conference.

**Hotel Accommodations**

Your hotel reservation may be made directly with Residence Inn Philadelphia Conshohocken. Please state that you are with the Villanova University block. The University will cover one-night’s stay on either Thursday, October 20 or Friday, October 21.

Your hotel room and taxes will be billed directly to the Villanova University master account. When you check into the hotel, you will be asked to provide a credit card for incidental charges. You may later request reimbursement for the charges that the University agrees to cover.

**Meals**

Villanova University will provide breakfast, lunch, snacks and heavy hors d'oeuvres on the day of the conference, October 21. Please note, additional meal costs are not considered an eligible expense.

**Homecoming Incentives**

If planning to stay for Homecoming on Saturday, October 22, each volunteer leader may request the following incentives, which will be covered by Villanova University:

- Two (2) food vouchers for the Homecoming Festival
- Two (2) tickets to the Villanova Football Game

**Reimbursement Procedures**

1. Please complete your *VLC Budget Worksheet* and send it to Matt Gwin within 15 calendar days of the completion of your travel.
2. Reimbursements will be paid within 30 days of Villanova’s receipt of a standard VUAA expense form, properly prepared, with all original receipts attached, signed by the traveler, and approved by Matt Gwin.
3. Unusual circumstances or expenses should be explained on a separate sheet attached to the expense form. Expenses should be adjusted appropriately if personal or other non-Villanova business was conducted during the travel period.
4. Villanova University is not responsible for the repair or replacement of luggage, clothing, or other personal property while traveling on behalf of the organization.