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Faculty Reimbursement for 2026 Intern Boot Camp Course

General Reimbursement Policies

- Receipts are required for all expenses over $10.
- Expense reports are to be submitted to the SNS Headquarters within 30 days of travel.

Travel

- The SNS reimburses advance purchase economy airfare made 30 days in advance (or mileage at the IRS standard rate). Up to two checked bags.
- If tickets are purchased less than 30 days in advance of the meeting, a maximum of $500 will be reimbursed.

Accommodations

- Rooms will be provided at the following hotel:
    - Portland - The Benson Portland, Curio Collection by Hilton
- SNS will make reservations on your behalf based on the information provided on the Faculty Registration Form.
- Faculty may prefer to stay off campus for a variety of reasons whether wanting to better accommodate family, travel plans, etc. The SNS will **NOT** reimburse accommodation outside of the headquarter hotel.

Meals

- The SNS reimburses for meals that occur for faculty during travel only as meals are provided each day of the course for breakfast, lunch, and dinner. At a maximum of $80 per day.
- Receipts for all meals off campus will be required for reimbursement.