



## **NYSCF Expenses and Reimbursement Policy**

The New York Stem Cell Foundation Expenses and Reimbursement Policy is designed to assist all NYSCF Innovators in reporting expenses incurred while attending NYSCF-related events.

NYSCF will reimburse Innovators for reasonable expenses including, but not limited to, travel, accommodations, and meals, when these are not provided by NYSCF. Please see below for additional details.

**If a circumstance arises that is not specifically covered in these policies, please contact NYSCF staff who will assist in selecting the most conservative course of action that should be taken.**

Please feel free to reach out to NYSCF staff at any time with concerns.

---

### **General Guidelines**

- Please submit for reimbursement within 60 days of incurring expenses.
- Use the NYSCF expense report template form to itemize expenses.
- Send digital scans of receipts and form to Richard Ha at [rha@nyscf.org](mailto:rha@nyscf.org).

### **Travel Guidelines**

- NYSCF will reimburse for the cost of economy class tickets for all forms of travel, such as planes or trains. You will be responsible for covering the cost differential should you choose to travel in a class above economy.
- If you are driving your own vehicle, NYSCF will reimburse the standard United States IRS reimbursement mileage rate of 54 cents/mile.
- Please consult with NYSCF before renting a car to travel to a NYSCF event to have the expense approved.

### **Meal Guidelines**

- NYSCF will only reimburse for meals not provided by NYSCF or for expenses incurred during travel.
- NYSCF will reimburse expenses up to \$10 for breakfast, \$20 for lunch, and \$50 for dinner. You will be responsible for any expenses beyond these figures.

### **Accommodations Guidelines**

- NYSCF will provide accommodations for all NYSCF-related events.
- Should you choose to stay at a different hotel than the one NYSCF provides, NYSCF can only reimburse up to the equivalent cost of the NYSCF provided hotel.

### **International Guidelines**

- Any expenses incurred in foreign currency will be subjected to the exchange rate of the date of purchase.