

Hoyt Institute

Weimer School Expense Reimbursement Policy

(Hoyt Academic Fellows, Hoyt Postdoctoral Honorees and Invited Guest Speakers)

I. Meals

1. The School typically furnishes continental breakfasts, lunches, and some evening meals.
2. The expense of meals that are not provided to participants by the School are not reimbursable by the School.
3. Meals for traveling companions are covered only when they are invited to a School function, such as the opening night reception and any dinner or evening receptions that follow.

II. Lodging and Incidentals

1. For Fellow candidates, Postdoctoral honorees, invited speakers and Weimer School faculty, the School will provide one guest room for the participant and traveling companion(s) for the days of the program (participants are assumed to check out on the last day of the program.) Additional lodging expenses (more than one room; additional days at the hotel; a suite; lodging in another hotel, etc.) are the responsibility of the before-named individuals.
2. Returning Hoyt Academic Fellows, Honorary Fellows and previous Hoyt Postdoctoral Honorees are asked to pay for their lodging. The ASI negotiated rates at the Hilton–Singer Island are available when registering through Bobbi Bernardini at the Weimer School. If institutional travel budgets will not cover lodging expense, please indicate on your Reservation form that you request lodging support.
3. Telephone charges, FAX charges, room service, in room movies charge, laundry, etc., are the responsibility of the participant.

III. Transportation

Returning Fellows and industry guests pay their own transportation expenses.

The School provides transportation expenses for Fellow candidates, Postdoctoral honorees, invited speakers and Weimer School faculty.

Airfare

1. The lowest possible airfare (coach only; non-refundable) will be reimbursed. Since substantial advance purchase is required for the lowest airfare, plans should be made in ample time to permit meeting the time requirement and obtaining the lowest price seats.
2. When the session ends on a Friday or Saturday, the participant is encouraged to stay until Sunday in order to obtain the "over Saturday night" low airfare. The School will pay for the room for the Friday and Saturday since it will be less expensive than paying the higher airfare.
3. Airfare typically will be reimbursed for point-to-point travel. Trips that involve intermediate layovers should be discussed in advance so that the amount of airfare to be reimbursed is agreed upon.
4. Airfare is reimbursed for participants only. Traveling companions must pay their own expenses. The school cannot reimburse for any traveling companions.
5. Travel to and from local airports will be reimbursed at U.S. Government rates per mile. Airport parking will be reimbursed at long-term rates only.

Automobile

1. Persons using their own automobiles to travel to the school will be reimbursed for mileage at U.S. Government rates for the most efficient route, point-to-point.

Personal automobile use in the West Palm Beach area for official use only in connection with the School's activities will be reimbursed at U.S. Government rates per mile.

2. Rental car expense will be reimbursed at the amount of a round trip taxi from Palm Beach International Airport (PBI) to the school.
3. Taxi or Uber expense to and from PBI will be reimbursed as paid including tip.