

Admissions Reimbursement Limits For 2013

Thursday:

Thursday night dinners will be reimbursed at \$15/person for interviewees and students who are hosting interviewees. Other students are welcome to attend but will not be reimbursed.

Friday:

Transportation to and from dinner:

If you are using your car for admissions purposes (driving to dinners/transporting other dinner attendees on Friday night), then you can be reimbursed for parking at Mission Bay on Friday. Please save your receipts.

If you need to take a cab to and from dinner (because there are not enough drivers), cab fare will be reimbursed.

Saturday:

The reimbursement limit per person for all Saturday activities is \$50. This includes expenses associated with the Saturday outings and dinner after the outings.

Note: A boxed lunch will be provided on Saturday for the applicants and their hosts only. Lunch is not reimbursable for other outings attendees. (Typically there are enough extra boxed lunches to feed everyone though.)

Reimbursable expenses:

Outings:

- Transportation costs on outings:
 - Muni
 - Bridge tolls
 - Mileage if using personal car for outings.
 - Parking fees (including parking at MB if using personal car for outings).
- Entry fees to museums.

Dinner:

- With interviewees after Saturday outings: Reimbursement limit is included in \$50/person limit for Saturday. (Tips in excess of 18% of the bill will not be reimbursed.)

Student Party:

- \$400 total

Non-Reimbursable Expenses:

- Entry fees to wineries.
- Alcohol purchases at wineries.

Alcohol reimbursement guidelines:

Alcohol and other beverages purchased for student party on Saturday will be reimbursed.

Alcohol and other beverages purchased with meals will be reimbursed, but is included in meal limits.

Alcohol purchases not associated with the meals described above cannot be reimbursed.

Additional Guidelines:

Please limit the number of receipts you turn in:

Put meals and other group expenses on one credit card.

Group Meals: You must list the attendees on the receipt.

If you do not have a receipt, you may not be able to be reimbursed! (we will try!)

If you have questions about any allowable expenses, please check with Pat or Lucita before Saturday!
