NHRMA Travel Expense Policy for the winners of the NHRMA Case Competition:

NHRMA will pay all appropriate expenses, as outlined below, to the current SHRM Conference for the winners (2010: four person teams) and faculty advisor/coach (one only) of the NHRMA/SHRM Case Competition.  
The team must be from a SHRM student chapter.  Students and advisors must be SHRM members.  
 **Appropriate expenses include the following**:

* SHRM conference registration fee, student or advisor level as appropriate, based on the fee in effect on the Friday after the case competition takes place.  Under no circumstances will NHRMA pay registration fees that are higher than this fee.
* Air fare, roundtrip coach, as reasonable and appropriate by April 30.  The NHRMA College Relations Director or Treasurer will provide the winning Chapter Advisor with a statement of "reasonable" fees.
* Appropriate hotel costs.  It is expected that students will stay either two or three students to a room (if they share a room with an "other" student, it is expected that the "other" student will pay the fair share of the room).  Faculty are not expected to share a room, but are expected to seek partial reimbursement from the university (we acknowledge that reimbursement is not always possible).  Hotel fees are paid for five nights (Friday-Tuesday nights).  Students and advisors should find the cheapest possible alternatives among SHRM hotels and other accommodations within a reasonable distance to the convention.  They are also required to contact the College Relations Director, who typically has other moderately priced alternatives in the conference city.
* Stipend for food, luggage, and airport transfers.  Each individual will have a stipend of $250 for these expenses; receipts are not necessary.
* One internet connection fee will be paid per room, per day.
* In most circumstances, there will be no other expenses.  Any other expenses require prior approval of the College Relations Director or Treasurer.

With the exception of the food/luggage/airport transfer stipend as listed above, receipts are required for all expenses.  The expense report and all receipts are to be presented to the Treasurer within 30 days after the conclusion of the SHRM Conference.  
  
**Requirements of students and advisor**

* Stay for the entire SHRM Conference, unless university classes or other preapproved circumstances interfere
* Attend the entire student session, typically held on Saturday
* Attend the opening session on Sunday
* Attend a minimum of two of the three keynote speakers, Monday, Tuesday, Wednesday mornings
* Attend a minimum of four other conference education sessions