

## Travel Reimbursement Policies

### 2012 Great Lakes Border Health Initiative Annual Conference

Please adhere to the following procedures when submitting requests for expense reimbursement related to the 2012 Great Lakes Border Health Initiative (GLBHI) Annual Conference. Please use the *2012 GLBHI Conference Travel Support Form* to request funding assistance for your travel. Complete and submit the form as indicated on it, as soon as possible, to be considered for assistance.

Once approved and upon completion of all travel related to the 2012 GLBHI Annual Conference, submit your request for reimbursement on the *Non-Employee Travel Expense Reimbursement Form* (this form is for use by anyone who does not work for the State of Michigan). You will receive this form from the GLBHI Conference staff.

1. Only expenses discussed with Michigan GLBHI staff in advance of the Conference or listed on an accepted *GLBHI Conference Travel Support Form* will be reimbursed.
2. Because of a special grant, we are asking that, if possible, the expense reimbursement form be signed and turned in, with original receipts, within **one week** of the 2012 GLBHI Annual Conference. All forms **must** be turned in no later than one month after the end of the Conference, or reimbursement is not possible.
3. All original detailed receipts must be included – copies will not be accepted. If you require a copy for own records, please make one prior to submitting the original with your reimbursement form. Email confirmations do not constitute as receipts. Receipts must include proof of transaction (amount, payment method) information. Note that receipts are not required for mileage reimbursement (but are required for rental car and gasoline reimbursements).
4. Airfare and train reimbursements require that you keep and submit all original boarding passes and receipts.
5. If you are seeking reimbursement for any business mileage use of your personal vehicle, as of January 2012, maximum allowed reimbursement rate for this expense is 55.5 cents per mile. Please document the location of the starting and end points and how many total miles were traveled (use U.S. units).
6. While some meals are provided at the Conference, we recognize that attendees may have to purchase their own meals when they are en route to and from the Conference or for dinner. Original detailed receipts must be included. Meals will be reimbursed at the allowable maximum rates for Michigan (in Plymouth, those rates are \$8.75 for breakfast, \$8.75 for lunch and \$21.00 for dinner; confer with Michigan GLBHI staff to get information on other cities, although they are comparable). Alcohol consumed with meals is not a reimbursable expense. It is suggested you pay for alcoholic beverages separately, and ask for a detailed receipt for allowed meal expenses. It is very important that you understand that meal receipts be cash register-generated and include the place, date, time of the purchase, and amount paid. Credit card statements or summary credit card slips are not acceptable in lieu of a receipt. Without the itemized receipt, the meal cost not be included in your reimbursement.
7. Only expenses of the 2012 GLBHI Annual Conference attendee will be reimbursed - not spouses or other guests who did not attend the Conference. Each attendee should submit only their own expenses. Do not pay for other attendees' expenses, as they should each be submitted separately.

**Please send completed, signed GLBHI Conference Travel Reimbursement form and original receipts (except for mileage reimbursement) to:**

Diane Krueger, GLBHI/EWIDS Project Coordinator  
Michigan Department of Community Health, 201 Townsend Street, 5<sup>th</sup> Floor, Lansing, MI, USA 48913

Questions? Contact Diane at [kruegerd@michigan.gov](mailto:kruegerd@michigan.gov) or 517-335-6533.