



MSTCVS Quality Collaborative

PROFESSIONAL DEVELOPMENT AND ENRICHMENT FUNDS REIMBURSEMENT POLICY

POLICY: MSTCVS-QC Professional Development and Enrichment (PDE) *Reimbursement* Policy

POLICY PURPOSE: To outline the procedures for PDE reimbursements. These guidelines have been adopted from the University of Michigan Health System policies and procedures and **must** be adhered to in order for the MSTCVS-QC to reimburse requested funds.

GUIDELINES: ***An invoice and all receipts are required*** for all expenses and must be submitted to the MSTCVS Coordinating Center no later than 45 calendar days from the completion of event to be reimbursed. Allow a minimum of 30 days for your payment to be processed.

MEALS

- Itemized receipts for all meals are required.
- Maximum allowable reimbursement per person (including tax and gratuity):
 - Breakfast: \$25.00
 - Lunch: \$25.00
 - Dinner: \$55.00

ALCOHOL

- Maximum amount: \$20.00 per person with dinner only.

EVENT ATTENDEES

- A list of all event attendees must be submitted with receipts and expense report.

SPEAKER HONORARIUM

- Speaker honorarium is not to exceed \$1,500.

AIR TRAVEL

- All flights must be booked at least 14 days in advance.
- Cancellation policies are allowed to be purchased for nonrefundable coach tickets for international travel and other travel as deemed appropriate.
- Class of the flight must be economy or coach. Exceptions include:
 - Non-stop international travel exceeding eight (8) hours.
 - When first class is less than a coach fare on the same day (proof must be printed and attached to a memo requesting approval, but the fare may be booked without pre-approval as long as all documentation is attached).
- Flight changes require explanation of business purpose and approval.
- Receipts: A receipt is required and must show dates of travel, method of payment, and class of flight.
- Upgradeable tickets: Using miles to upgrade is allowable, but must be clear on the receipt.

TRANSPORTATION

- Car rental: Itemized receipt and rental agreement is required.
 - Gasoline is reimbursable for rental cars. Receipt must be submitted.
- Taxi/Shuttle: Allowable - to/from home/airport, airport/hotel and between business locations during travel. Receipt must be submitted.
- Itemized receipts are required for non-taxi transportation.
- Non-airfare transportation is allowed at the lesser amount of mileage reimbursement or the standard coach airfare equivalent from Detroit Metro Airport with proof of comparison submitted with the expense report.

MILEAGE

- Local in-town mileage is not allowed.
- Current reimbursement is 56.5 cents per mile (Effective 2/1/14).
- A Mapquest printout is required for the mileage reimbursement that is requested.

LODGING

- Itemized hotel receipt is required.