

# University of Detroit Mercy

## BUILD Scholars Travel Policies

### BEFORE YOU LEAVE

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- Notify your conference leader (Kathleen Walker or Leah Aggison), Tyeresa Stevenson (via email at [steventy@udmercy.edu](mailto:steventy@udmercy.edu)) and your Research Mentor that you are planning to attend a conference or meeting.
- Once your ability to travel has been confirmed:
  - If you are traveling by air, your conference leader will help book your plane ticket, hotel, and pay your registration fee.
  - If you are traveling within the State or will be driving to the destination, options for mileage reimbursement can be discussed.

### WHILE YOU ARE THERE

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- Save your receipts! You **MUST** request itemized receipts while dining out.
  - You are eligible to receive reimbursement for **up to \$46 a day** (with receipts) for **meals** that are **NOT** covered under the conference/seminar/workshop/meeting registration fee.
    - This amount is halved on days that you travel to or from your destination (except when travel falls on the official dates of the event).
  - All meals/snacks (outside of breakfast, lunch and dinner) are purchased at the discretion of the scholar and are **NOT** reimbursable expenses.
  - Alcohol **CANNOT** be reimbursed.
  - If you cover an expense for another BUILD Scholar, please mark the receipts to show which meal belongs to you and which belongs to your colleague.
    - While it is encouraged that each traveler cover his/her own expenses, you will not be penalized for assisting a fellow scholar.
  - Other expenses eligible for reimbursement:
    - shuttle or transportation from the airport to the hotel and back
    - airport or on-site parking fees
    - some mileage
    - rental car fees (must get permission before renting a car)

### AFTER YOU RETURN

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- Complete travel reimbursement form with attached receipts.
- Bring your completed form and receipts to Tyeresa Stevenson in E126.
  - Receipts **MUST** be turned in within **14 days** of your return home.
  - You can expect your reimbursement within 2-4 weeks from the Friday after you submit your receipts.

If you have any questions or concerns, please contact Tyeresa Stevenson at [steventy@udmercy.edu](mailto:steventy@udmercy.edu), 313-993-1655, or visit Engineering 126.

University of Detroit Mercy  
**BUILD Scholars Travel Reimbursement Form**

Please complete this form and submit it with your receipts to receive reimbursement.

**NAME:** \_\_\_\_\_ **TODAY'S DATE:** \_\_\_\_\_

**EVENT TITLE:** \_\_\_\_\_

**EVENT DATES:** FROM \_\_\_\_\_ TO \_\_\_\_\_

DESCRIPTION	AMOUNT REQUESTED	AMOUNT APPROVED <small>(for Tyeresa's use)</small>
Registration		
Meals (breakfast, lunch and/or dinner)		
Lodging		
Airfare/luggage		
Ground Transportation		
Other (please list below):		
<b>TOTAL</b>		

Scholar Signature: \_\_\_\_\_ Received by Tyeresa: \_\_\_\_\_