BEFORE YOU LEAVE

- Notify your conference leader (Kathleen Walker or Leah Aggison) and your Research Mentor that you are interested in attending 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

- 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 and (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 covers 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

- Complete the ReBUILDDetroit Scholars 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, 313-993-1655, or visit Engineering 126.