

University of Detroit Mercy

ReBUILDetroit Scholars Travel Policies

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 ReBUILDetroit 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.