

# 2018 Partnership Sustainability Conference Travel and Reimbursement Guidelines

## Overview

The Partners Interested in Partnership Sustainability (PiPS) Team will reimburse all conference attendees for the meal and transportation expenses they incur during the days they are traveling for the convention (Oct 18-20). You will only be reimbursed for the expenses that are not provided by the PiPS Team at the conference. This document is intended to serve as a guide for travel and reimbursement procedures for conference attendees, more information on the conference itself can be found [here](#).

If you are driving or flying from outside the Denver metro area, please refer to Section #1 for your invoicing guidelines. If you live local to the Denver metro area and will be traveling home each night, please refer to Section #2.

## Section #1 – Non-Local Attendees:

We will cover the following expenses:

- **Transportation Stipend:** A flat rate \$100 stipend for all transportation to/from both local and Denver airports and parking. Checked baggage not purchased during flight booking will also be reimbursed (1<sup>st</sup> bag only). This will go under the **MISC** column on the reimbursement form.
  - **Backup documentation needed:** None for \$100 stipend, receipts for checked bags.
- **Caretaker Stipend:** A flat rate \$60 caretaker stipend will be provided to attendees serving as the primary caretaker to someone else in their home (for example: minor child, elderly parent, friend/family member with an illness or disability, etc.) This will go under the **MISC** column on the reimbursement form.
  - **Backup documentation needed:** none
- **Meals:** Meal reimbursements will be provided according to [GSA federal guidelines](#) for lunch on 10/19 (\$17), dinner on 10/19 (\$31), and a travel day dinner on 10/20 (\$23.25). You will not be reimbursed for the following meals which will be provided during the conference: Welcome Dinner on Oct. 18<sup>th</sup>, breakfast on Oct. 19<sup>th</sup> and 20<sup>th</sup>, and lunch on Oct. 20<sup>th</sup>.
  - **Backup documentation needed:** none

## Section #2 – Local Attendees

- **Transportation Reimbursement:** If driving, mileage will be reimbursed according to the 2018 IRS rate of 54.5 cents per mile for all travel to and from the conference. If taking a taxi, Lyft, Uber, or public transportation, you will be reimbursed for the cost of the ride.
  - **Backup documentation needed:** If driving, a Google map showing the total mileage between your travel origin and the Courtyard by Marriott Cherry Creek, 1475 S Colorado Blvd, Denver, CO 80222. See [here](#) for an example. If taking a taxi, Lyft, Uber, or public

transportation, please provide a screenshot or photocopy of the receipt.

- **Caretaker Stipend:** A flat rate \$60 caretaker stipend will be provided to attendees serving as the primary caretaker to someone else in their home (for example: minor child, elderly parent, friend/family member with an illness or disability, etc.) This will go under the **MISC** column on the reimbursement form.
  - **Backup documentation needed:** none
  
- **Meals:** A meal reimbursement will be provided according to [GSA federal guidelines](#) for lunch on 10/19 (\$17). Since local attendees will be traveling home at the end of each day, reimbursement will not be provided for dinners on 10/19 or 10/20. Also, you will not be reimbursed for the following meals which will be provided during the conference: Welcome Dinner on Oct. 18<sup>th</sup>, breakfast on Oct. 19<sup>th</sup> and 20<sup>th</sup>, and lunch on Oct. 20<sup>th</sup>.
  - **Backup documentation needed:** none

### Invoicing the PiPS Team

Please fill out an invoice form using the [template](#) and save it as a PDF document. Any required backup documentation should also be saved as a PDF document. The invoice form and backup documentation should then be combined into a single PDF document and sent to Kevin Werner, Project Manager at [kwerner@trailhead.institute](mailto:kwerner@trailhead.institute). Once the document is properly submitted, a check will be mailed to the person and address listed on the invoice form within 30 days of receipt. Please reach out to [kwerner@trailhead.institute](mailto:kwerner@trailhead.institute) with any questions or for assistance on submitting a proper invoice. See below for examples for both non-local and local invoices.

- [Local Attendee Invoice Example](#)
- [Non-Local Attendee Invoice Example](#)