

MIDWEST REGIONAL CAC REIMBURSEMENTS

Do's and Don'ts

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To ensure that you receive your reimbursement in a timely fashion, please make sure to read through this short infographic. Thank you!

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THE MIDWEST REGIONAL CAC AGREES TO PAY FOR:

TRAVEL UP TO \$500

If you cannot find a flight within this limit, please contact us for approval.

To receive **FULL** reimbursement for travel costs, you must include **ALL** of the following:

- Flight boarding pass
- Flight itinerary
- Proof of purchase

We do not reimburse for rental cars or baggage fees.

\$46 MEALS PER DIEM RATE

Meal Breakout:

- Breakfast \$7
- Lunch \$11
- Dinner \$23
- Incidentals \$5

On the first and last day of travel, we reimburse at 75% of the designated amounts (\$34.50)

Receipts must be itemized.

NO ALCOHOL

TO RECEIVE **FULL** REIMBURSEMENT YOU MUST RETURN **ALL** OF THE FOLLOWING:

- Signed Contract
- Completed Expense Form
- Itemized Receipts (Travel/Meals)
- Copy of Training Agenda

**MUST SUBMIT EVERYTHING WITHIN 30 DAYS
AFTER COMPLETION OF TRAINING**