



REIMBURSEMENT DO'S & DON'TS

Please remit itemized receipts, completed w9, and a reimbursement form within 15 days of the event to receive full reimbursement. Send to:
mrcac.accounting@childrensmn.org



AIRFARE

Must be under \$500. If over, please contact us for prior approval



SEAT UPGRADES , BAGGAGE FEES, TRAVEL PROTECTION

Not covered



MEALS

Not covered



LODGING

Must be at federal per diem rate. Receipt must show zero balance. Receipt cannot show a different rate than the federal per diem. You cannot stay at a hotel and pay the difference out of pocket. No exceptions.

*Airbnb not allowed.



PARKING

This includes hotel & airport parking. Receipts must be submitted if charges were incurred.



MILEAGE

A map indicating actual miles driven will be reimbursed at current federal rate. (Mileage to airport and home is reimbursable for one round trip)



RENTAL CARS

Not covered.



GROUND TRANSPORTATION

This includes taxis, shuttle services, Uber, and Lyft. Receipts must be provided.