

<b>TRAINING PROGRAM POLICY</b> for <b>Michigan Medicine/VA Ann Arbor Healthcare System</b> <b>Network of Postdoctoral Training Programs in Psychology</b>		
<b>Travel Policy</b>		
Date Initiated: 09/01/2018	Last Revision: 07/10/2019	PTC Approved: 07/10/2019

**PURPOSE**

To outline policies and procedures for approval and tracking travel and other professional expenses for postdoctoral fellows in the Michigan Medicine/VA Ann Arbor Healthcare System Network (MM/VAAAHS) training programs.

**SCOPE**

All postdoctoral fellows are provided a base yearly allocation for professional development expenses, such as attendance at scientific conferences, purchase of foundational books or journal subscriptions, registration for relevant workshops, and taking the EPPP. There may be additional internal funding for travel and attendance at Michigan Medicine and VAAAHS specific meetings.

**POLICY**

Procedures for requesting permission to use the funds and for receiving reimbursement are as follows:

1. Pre-travel or pre-purchase authorization must be obtained from the Network Director in the form of an email requesting support for the expenditures (with a cc to Program Training Director). *Note: purchase or travel authorization e-mail must be initiated from the traveler, not the training coordinator or administrative support personnel, and should be prior to travel.*  
 Template you may use (all elements required):

**SEEKING PRE-TRAVEL AUTHORIZATION**

**Travel Destination:**

**Travel Event:**

**Dates of Travel:**

**Activity at Event:**

**Cost (Approximate): \$**

**Funding Source:**

**If Travel is International, have you registered with Travel Registry?**

2. Business purpose documentation for all requested trips must be included with the request (i.e., brochure, web site print-out; invitation, etc.). Agenda are required for per diem reimbursements (domestic and foreign).
3. Original, itemized receipts are required for all expenditures (except meals, which are paid via GSA per diem rates.) Receipts MUST show "Paid" or zero balance due.
4. Airfare must be purchased at least 14 days prior to date of travel.

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5. If renting a car, justification should be provided and pre-approval email from the Network Director.
6. Meals provided at the conference (or by other hosts), whether consumed or not, are required to be excluded from per diem expenditures.
7. Mileage reimbursement requests should include the beginning and ending addresses (mileage is always calculated from place of business to destination, unless mileage from home address applies and is less).
8. The choice to drive a personal vehicle instead of flying should be accompanied by a comparison airfare print-out generated at least 14 days in advance of travel. Likewise, fellows wishing to add additional "legs" to an airfare (example: vacation time) are required to submit comparison airfare for what the normal airfare would be.
9. If the fellow chooses to drive to their destination, per [Michigan Medicine finance procurement services](#), they must compare costs of renting a vehicle vs. claiming mileage for their own vehicle. Renting a car is often less costly.
10. Airfare and registration may be reimbursed prior to the travel event; all other expenditures will be reimbursed when the approved travel has completed.
11. Receipts and other documentation are due to Training Coordinator (Concur delegate) within 7 days of payment (or trip ending date.) There are no exceptions to this rule as Michigan Medicine has instituted very tight deadlines for expense reimbursement.