

INTERN TRAVEL REIMBURSEMENT

All interns must follow the WICHE travel non-staff policies. AK-PIC provides funding for expenses incurred during mandatory internship travel. Major expenses, such as flight and hotel costs, will be paid for in advance by the training site or by WICHE. Interns are not expected to pay out-of-pocket for any significant travel expense. It is likely that some minor travel expenses may be incurred, however, and interns may submit documentation for reimbursement of certain out-of-pocket expenses while traveling for required AK-PIC activities. Interns are provided up to a \$78 (\$18 breakfast, \$20 lunch, \$40 dinner) per day reimbursement for meals while traveling for Alaska-specific experiential activities and approved group experiences. Itemized receipts are required. This applies only to purchasing meals that are not made available to the intern by AK-PIC, and only during required AK-PIC travel. Food purchased prior to commencement of the travel is not reimbursable without prior approval from both AK-PIC and WICHE. AK-PIC will not reimburse for alcohol. Interns may also be reimbursed for necessary public transportation expenses, such as taxis to and from the airport during required internship travel. Additionally, mileage reimbursement, at a rate of \$0.67 per mile, could be applicable for personal vehicles driven to commute to the airport or as part of the required travel.

Receipts can be electronically scanned and emailed to WICHE along with the signed and dated travel reimbursement form. Interns must pay separately when dining together and submit their own individual receipt. All expenses for a trip should be scanned in a clear, readable format and sent with the completed reimbursement form. A separate travel reimbursement form is needed for each trip.

If an expense is prepaid by WICHE or a faculty member but the intern is provided with the receipt, interns should include the expense on the reimbursement form, include the receipt, and note in the comments section on the form the name of the person who paid for the expense. Reimbursement forms **MUST BE RECEIVED** by WICHE within 30 calendar days of the travel in order for reimbursement to be processed. Late reimbursement requests will not be honored by the consortium.

Reviewed/revised and approved by AK-PIC Faculty on 7/7/2023 (Not used for FY 2024-2025)

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