Purpose: To outline the guidelines and process for requesting the use of CNO’s Travel Funds.

1. Guidelines for Request and Approval:
   a. Gillespie dollars are allocated to each director respectively with the amount based on number of FTE’s.
   b. All travel is approved by Manager, Director and VP.
   c. Priority is given to staff that will be receiving an award or presenting.
   d. Requests are reviewed by unit director for assuring content is directly applicable to their work.
   e. Requests are reviewed to determine if requestor was approved prior year. If so, requestor will be reimbursed only for registration fee. Any exceptions should be sent to D. Hupp and H. Schrag via email.
   f. Typically, we send one or two staff to the same conference. Expectation is that upon their return the individual(s) will present information to respective staff within 8 weeks.
   g. Travel will be capped at $1,800 per trip.
   h. Any employee on corrective action within the last twelve months will not be eligible for travel funds.
   i. When attending out of town conferences, staff will be expected to share rooms to decrease costs.
   j. Traveler should review UPMC Travel Policy #HS-AC0500 (See attached) to ensure familiarity with some expenses they are required to pay out of pocket prior to travel before obtaining reimbursement.

2. Completion of Travel Requisition/Authorization and Travel Checklist:
   a. Include supporting documents such as conference brochure/itinerary and completed registration form as well as all estimated costs:
      i. Airfare – contact UPMC Travel or print from a travel website with estimated cost
      ii. Auto – if you are driving, complete MapQuest directions with round trip total. FY16 mileage reimbursement is .55 cents/mile.
      iii. Shuttle- print from airport of conference website cost of shuttle round trip
      iv. Parking at the airport – print from website information on extended parking and cost per day
      v. Any baggage costs – will pay for one bag.
      vi. Lodging – include conference brochure with room rate and tax. Multiply the cost by the number of nights.
      vii. Registration – Include conference brochure with cost
viii. Meals – on travel days, you will only be reimbursed for one meal either breakfast or dinner, depending on the time you are traveling. On full conference days, you will be reimbursed for breakfast and dinner only.
   1. Breakfast - $18 max
   2. Dinner - $42 max
   3. No alcohol is reimbursable

Employee, Unit Director and Sr. Leader approval and signature are required.

3. Review Process:
   a. The Unit Director and Sr. Leader must review and approve/sign first
   b. The completed form, with appropriate signatures must be forwarded to the Nursing Business Manager who will review and quantify all requests for the CNO’s review.
   c. All requests will be reviewed by the CNO and the requestor/traveler will be notified if their request was approved or denied. There should be no payments or reservations made until the requestor/traveler is notified of approval.
   d. If approved, the original Travel Requisition/Authorization form will be signed by the CNO and returned to the requestor/traveler.

4. Payment and Reimbursement Process:
   a. All fees must be paid by the employee, including Airfare, which should be made through Travel UPMC or UPMC’s authorized travel agency, per UPMC policy. We can process Reimbursement for registration or other expenses through My Hub only if the expense reports will be 30 days apart (i.e. paying for and requesting airfare and/or registration 30 days or more before the trip). NOTE: Employee should submit minimal Expense Reports for the same trip. If expenses are paid within 30 days of each other, only one expense report should be completed.
   b. A Travel and Business Related Expense Form, along with the appropriate itemized and payment receipts, should be completed within 14 days of completion of the trip (per the Travel Policy (HS-AC0500), there will be no reimbursement after 90 days from the trip).
      i. Upon return, enter My Hub, supply chain, and expenses to create an expense report. Change the “accounting default” to the appropriate cost center which was emailed to you (80031 for Nursing Travel Funds). Upon completion, print a copy of the face sheet, and sign, and turn into your Director with all receipts and the signed preapproval and authorization form.
      ii. After review and signoff of Director, the expense report, signed preapproval form and receipts will be sent to the Manager of Patient Business office then the CNO for approval.
      iii. Once approved, you will be emailed from Patient Business Manager and Unit Director will approve online.
      iv. Employee’s reimbursement will be directly deposited into their checking account.
Unit Director Responsibility

1. Request/Review Process:
   a. The Director should review the Travel and Requisition/Authorization form prior to submission to the Nursing Business Manager. The Director should ensure and verify that all applicable costs are included on the form and obtain any missing items to ensure a complete Travel and Authorization Request Packet is sent.
   b. The Director should ensure that there is attached support for the estimated costs when appropriate (i.e. completed registration form, pamphlets, hotel estimates, mileage calculations, etc.)
   c. The Director will sign the form once approved and forward to the Sr. Leader for signature, then to the Nursing Business Manager. The Director/Manager should not approve the expense form online until they receive the notification of approval. A copy of the previously approved Travel Requisition/Authorization form should also be attached.

2. Payment and Reimbursement Process:
   a. The Director should review the Expense Report and Receipts and ensure they are appropriate prior to signing the Expense Report and forwarding to the business manager.
      - Ensure that a copy of the signed Travel and Requisition/Authorization Pre-approval form is attached.
      - Adjusted to exclude alcohol.
      - Itemized Receipts are in line with original request.
      - Address concerns if traveler is requesting meal reimbursement when you are aware that food was served at the conference/seminar. As well as ensuring appropriate meal reimbursement for travel days and that lunches are excluded, etc. (per travel policy).
   b. If the Expense Report is significantly different from the original request, ask the requester/traveler to attach a memo explaining each discrepancy with justification.
   c. Once the Expense Report is approved by the CNO an email will be sent to the employee and the Director. The Director must view in My Hub that they are charging the correct cost center, than they may approve the expense report online.