

Travel Guidelines

1. Please email Dr. Kaplan and Malorie.Millner@denverem.org the following for approval:
 - Presentation/Abstract/Committee Request
 - Dates of Travel
 - Estimated price per night for hotel including fees and taxes
 - City and State of travel
 - Conference Fee
 - URL of Conference Website

1. Malorie will submit a Travel Authorization (TA) Request through the Pulse for you.
2. Once approved, you will receive an email from Denver Health with a TA number (to your DHHA email)
3. You'll need to call either Christopherson Travel at [\(303\) 694-3322](tel:3036943322) or Frosch Travel at [\(303\) 595-0007](tel:3035950007), and they will book your airline ticket for you. If you can find a flight that is less expensive than what our travel partner can offer, you can book on your own and submit for reimbursement.
 - a You must send your airline receipt to Malorie, regardless of booking method (personal or via travel agency)
4. If you will be requiring a rental car, you will need to fill out a rental car justification which must be approved by the 5th floor **BEFORE** your travel. Travel will only approve a rental car if public transportation is not an option.

What to give to Malorie for reimbursement (**all receipts must show proof of payment, i.e. last 4 of card**):

- ✓ Hotel receipt- if you share a hotel with someone, BOTH names MUST be on the hotel receipts no matter whose credit card is on there.
- ✓ Airline receipt
- ✓ Taxi receipts, parking receipts
- ✓ Conference Fee Receipt

DO NOT turn in to Malorie:

- NO RESTAURANT receipts. You'll get a daily per diem according to where you travel.
<http://www.gsa.gov/portal/category/21287>
- Rental Car Receipts, unless pre-approved by a budget personal.

Reimbursement Maximums:

- ❖ Poster presenter- \$1250
- ❖ Committee Member- \$500
- ❖ Seniors- \$1500