



Intern Travel Reimbursement

All interns must follow the WICHE travel non-staff policies. The Consortium 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 a \$62 per day allowance for meals while traveling for minor rotations and other group experiences. 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 for prior to commencement of the travel is not reimbursable. 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.

In order to be reimbursed for meals and transportation, interns must save their original receipts and mail them to WICHE along with travel reimbursement form. The mailing address is noted on the form. Please note- original receipts are required for reimbursement. Original signatures on the reimbursement form are also required, so mailing the form (rather than emailing or faxing) is necessary. Interns should plan to pay separately when dining together. All expenses for a trip should be clipped together and sent with the completed reimbursement form. Please use a separate form 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 your 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 04/05/16

www.ak-pic.org