

Intern Travel Reimbursement

Travel Reimbursement

The Consortium provides funding for reimbursement for internship related personal vehicle mileage and expenses incurred during mandatory inter-island 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 HI-PIC activities. Interns are provided a \$78 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 HI-PIC, and only during required HI-PIC travel.** HI-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.

Electronic signatures on the reimbursement form are allowed, if the travel forms are emailed to WICHE from an institution email address (not personal accounts e.g., Gmail). Interns should plan to pay separately when dining together. All expenses for a trip should be emailed 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. Receipts are required for reimbursement. To be reimbursed for meals and transportation, interns must save their original receipts and scan and email them to WICHE along with travel reimbursement form. **Travel vouchers must be submitted within 30 days after the trip to guarantee reimbursement.**

Mileage Reimbursement

To be reimbursed for personal vehicle mileage, interns must submit the mileage tracking form to WICHE; the exception for this rule is mileage accrued during June must be submitted by June 30th, and mileage accrued in July must be submitted by 12p HST the day following graduation (please use a separate mileage tracking form for each month). Note that you must claim an **adjusted rate** if beginning your day at a site other than your assigned office location. To determine an **adjusted rate**, you must deduct your commuter miles (personal residence to assigned office location from your first meeting of the day at another site). **Mileage Reimbursement Forms must be submitted within 30 days of the month's end to guarantee reimbursement.**