

ISVP CONFERENCE TRAVEL REIMBURSEMENT INSTRUCTIONS

Reimbursement may be requested for one or all three days of the conference. Please make sure that you have selected the correct form on the COISVP.org website.

All forms must be typed and have an original signature. No hand written requests will be honored.

Type the name, address and phone number in the upper left hand part of the form

Agencies being reimbursed for travel costs should submit one form for all travelers and list all the participants names on the form.

Individuals on travel scholarship must also include a W-9 form with their reimbursement request (also available on the website).

Per Diem for Vail is \$71 per day. All travelers are only eligible to receive \$41 full day (\$36 for dinner and \$5 for incidentals) and \$30.75 for the last and first day (\$41 x 75%) that you are requesting for reimbursement. Breakfast and lunch will be provided as part of the conference program. Meal receipts are not required for reimbursement.

The State mileage rate is \$.45 per mile.

Hotel costs are only being reimbursed in extreme cases as most attendees are already included on the CDPHE master rooming list. Receipts with a zero balance are required for any hotel reimbursement.

Parking should be included with all hotel rooms. Individuals requesting reimbursement for parking must include the original receipt.

Payments take a minimum of 20 business days to process.

CDPHE Grantees should return the travel reimbursement request form with all receipts (and W-9 for individuals) to your program manager.

All others return the form to Rochelle Manchego at the address listed on the form.

Mileage and per diem only forms maybe scanned and emailed or faxed to CDPHE. Original receipts are required for parking and hotel requests so they must be mailed in.

Please direct all questions regarding reimbursement to the ISVP fiscal officer, Laura Lippman at 303.692.2357 or at lippman@state.co.