

Utah Pediatric Trauma Conference 2019

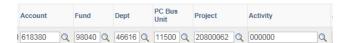
Reimbursement Guide

Intermountain Healthcare Employees

- 1. Register for the conference at https://utahptn.org and indicate a "travel" request.
 - Travel must be requested PRIOR to the conference
 - Travel must be requested on the registration form
- 2. Travel requests will be honored for those traveling > 50 miles to the conference

Includes:

- ✓ One night hotel (< \$200)
 - Use the <u>Travel Site</u> to book your hotel. Do not book outside of the travel site!
- ✓ Mileage reimbursement
 - Use People Soft to request reimbursement for mileage after the conference
- 3. Use the following account information when booking your hotel or when requesting mileage reimbursement: GL unit 11500



- 4. Complete an invoice and attach
- 5. Don't forget to attach your receipt from the hotel ©