Utah Pediatric Trauma Conference 2019
Reimbursement Guide

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)
   - Mileage reimbursement

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 😊