



## 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 [Travel Site](#) 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

Account	Fund	Dept	PC Bus Unit	Project	Activity
618380	98040	46616	11500	20800062	000000

4. Complete an invoice and attach

5. Don't forget to attach your receipt from the hotel 😊