

Empire MDPETS and PETS Alliance Travel reimbursement Policy:

Airfare:

Airfare will be reimbursed for the cost of economy round trip airfare*.

Parking: Economy parking at the airport for the dates of MDPETS and 1 day before or after.

Car Mileage:

Will be reimbursed at the federal rate (currently \$0.625 per mile)

From home city to Syracuse, NY.

Note: If driving mileage amounts to more than the cost of flying you will be reimbursed for whatever is the **lower amount**.

(*Based on published rates from major airlines 2 months prior to MDPETS and mileage calculated by MapQuest.)

Meals:

Reasonable meal expense while traveling but not for meals in your home city.

No meal reimbursement while at Empire MDPETS unless arriving or departing before the start/end of MDPETS.

Alcohol:

No reimbursement for alcohol expenses.

Hotel:

Accommodations for the dates of Empire MDPETS

PETS Alliance:

Airfare: same

Car Mileage: same except home city to Evanston, ILL

Meals: same + meals in Evanston not covered by PETS Alliance registration

Hotel:

Accommodations for the dates of PETS Alliance

MDPETS and PETS Alliance Receipts:

Required for air fare and meals.