



Training Travel/Lodging Guidelines & Reimbursement Process for Thurston County

Please be aware: the travel rules & regulations periodically change

LODGING:

We encourage and appreciate all efforts taken by trainees to reduce travel and per diem expenses. When possible, trainees are encouraged to share hotel rooms with other trainees. In addition to being a cost saving measure, it may be a lot of fun and provide more opportunity to network with your peers.

Trainees must make their own lodging arrangements using a personal or agency credit card to guarantee reservations.

Note: If you do not have a personal or agency credit card to make the hotel reservation, please contact Kathy Hormel at 1-800-841-1410 ext. 3627 immediately, to discuss an alternative option.

When making the arrangements, please request the **“Government Rate.”**

If you are planning to share a room, please make sure when making the reservation that you let the reservation/front desk person know that you will need separate itemized hotel receipt for each trainee with their name on the receipt.

ATTENTION: Do **not** make online reservations. Department of Health regulations prohibit reimbursement for lodging made through online reservation systems. DOH will reimburse for lodging only when reservations are made directly with the hotel.

Trainees may request reimbursement for lodging one night prior to the first day of training, if they have to begin traveling prior to 7:00 am on the first day of training.

What do I need to bring to the hotel to receive the government rate?

Your confirmation letter provides proof that you are attending a State sponsored training event. Present your confirmation letter to the hotel staff.

Who can be reimbursed for lodging (overnight stays)?

Trainees who are traveling a distance of 50 miles or greater (one way), from their home or clinic whichever is closest to the training center, are eligible for lodging reimbursement.

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How does the lodging reimbursement work?

Lodging will be reimbursed at the Thurston county per diem rate, which is \$86.00 per night plus taxes. *If two trainees share a room, each trainee must turn in a travel reimbursement form and a receipt for half the room charges (even if the reimbursement is going to the same agency).*

Note: If the local agency paid for the room, DOH will reimburse the agency directly for the room charges. However, each trainee must turn in a travel reimbursement form and a receipt for half of the room charges.

What type of receipt will I need to provide?

The DOH travel desk requires **an original lodging receipt** detailing the expenses. The lodging receipt must show a breakdown of the room rate and taxes, and show a zero balance.

Lodging Options

Here are some lodging options for hotels that offer government rates in Thurston country. Staff may choose other options if desired. Lodging will only be reimbursed up to the government rate (\$86.00 per night plus taxes).

* Best Western Tumwater Inn (360) 956-1235 5188 Capitol Blvd S Tumwater WA 98501	* Governor Hotel (Downtown Olympia) (360) 352-7700 http://www.olywagov.com/ 621 S. Capital Way Olympia, WA 98501
Comfort Inn (360) 352-0691 1620 74 th Ave SW Tumwater WA 98501	Ameritel Inn (360) 459-8866 4520 Martin Way East Lacey, WA 98516

* These two hotels are on the intercity bus line route 13. The bus stop for the DOH training center is at Capitol Way & Israel Rd. The training center address is 111 Israel Rd SW, Tumwater.

- Please contact Sara Knight at 1-800-841-1410 ext. 3664 or sara.knight@doh.wa.gov, if you have a breastfeeding baby so we can support you and your baby during training.

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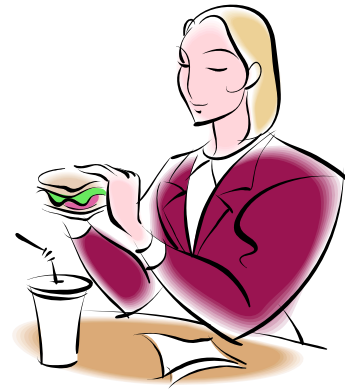
MEALS:

Meal Reimbursement Guidelines:

Trainees may be reimbursed for meals at the following per diem rates in Thurston County:

Breakfast	\$ 12.00
Lunch	\$ 15.00
Dinner	\$ 22.00

- Trainees commuting daily to and from training will be reimbursed for lunches.
- For trainees who are not staying overnight, an assessment of their travel time will be completed to determine whether they will receive meal reimbursement for breakfast and/or dinner. This assessment is based on the time the trainee began the day's travel and when the trainee's trip ended.
- Meal receipts are not required for DOH WIC. However, some local agencies do require meal receipts, so staff should ask their WIC Coordinator if they should keep meal receipts for the local agency's accounting purposes.



MILEAGE:

Trainees are reimbursed for mileage if the trainee is traveling 50 total miles or more.

Trainees use their home or clinic, whichever is closest to the training center, as the "starting point."

If a trainee drives an agency vehicle, DOH will reimburse the local agency instead of the trainee.

Current reimbursement rate for mileage is: .55 cents per mile driven.

Which "miles" are not reimbursed?

DOH does **not** reimburse trainees for the following: 1) to and from restaurants for meals, 2) personal trips (e.g. shopping, sightseeing, etc.), and 3) to and from the hotel to the training center.

Also, if trainees work in the Thurston county area and drive from home to the training center, then back home or to the office, this mileage is not reimbursable. This mileage is considered part of the trainee's daily commute.

Rental Cars & Air Travel:

Please note: all rental cars and air travel must be made by State WIC office; if they are not **made by the State WIC office it will not be reimbursed.**

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If you will need these accommodations made, please have your Authorization for Travel (Non-Employees) Form submitted and contact Kathy Hormel no later than 2 weeks prior to the date of the training event.

RENTAL CARS:

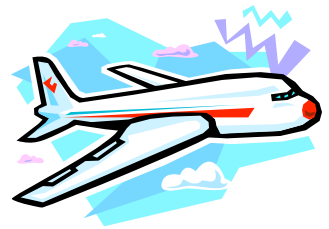
The State WIC Staff will assist trainees in assessing the need for a rental car and review all travel options available. Rental cars must be arranged through the State WIC office. Trainees should contact Kathy Hormel at 1-800-841-1410 (Press 6 & then press 1) or Kathy.hormel@doh.wa.gov for more information and assistance obtaining a rental car.

Gas for the rental car is reimbursable. Trainees must submit the original gas receipt with the travel reimbursement form.

AIR TRAVEL:

If trainees are traveling a distance of greater than 150 miles (one way) to the training, they have the option to fly. **Flight arrangements not made by the State WIC office will not be reimbursed.**

- Air travel **must** be arranged through the State WIC Office. Please contact Kathy Hormel for flight arrangements: 1-800-841-1410 (Press 6 & then press 1) or (360) 236-3627, or via email at kathy.hormel@doh.wa.gov
- Trainees requesting air travel must submit the Authorization for Travel form before any air travel arrangements can be made.



Airport parking will be reimbursed. If the parking expense is more than \$25.00, trainees must submit the original receipt.

OTHER MODES OF TRANSPORTATION:

Trainees may be reimbursed for other travel expenses such as: shuttles, taxis, ferries, trains, and toll bridges. Receipts are required for any expense that totals \$25 or more.

Expenses that are not reimbursable:

- Meals for other people
- Tips for meals and maids
- Alcohol beverages at meals
- Video, VCR, TV or radio rentals
- Taxis or other transportation to and from restaurants for meals or other personal trips
- Any kind of insurance
- Medical and hospital services
- Additional transportation, hotel or other expenses for personal travel in conjunction with travel for training
- Traffic or parking tickets

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FREQUENTLY ASKED QUESTIONS:

Can I provide the receipt later?

The travel reimbursement forms will not be submitted until all original receipts are received by DOH WIC, (e.g. hotel receipts, gas receipts for rental car, \$25.00 or more other modes of transportations, etc.)

How long will it take to get the reimbursement check?

The travel reimbursement process usually takes between 2 to 4 weeks. In some cases it may be longer due to errors in the paperwork or missing receipts.

Who is reimbursed for the travel expenses?

If the trainee paid for all travel expenses, a reimbursement check will be issued in the trainee's name and will be mailed to the trainee's home address.

If the local agency provides a travel advance to the trainee or pays for any travel related costs, DOH will reimburse the local agency. If the trainee paid for some of the travel costs (in addition to what the agency paid), the local agency will reimburse the trainee.

Who should I contact if I have travel questions?

Contact Kathy Hormel at (360) 236-3627 or via email at kathy.hormel@doh.wa.gov for more information and assistance with travel questions.

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