

# Great Lakes Area Opioid Conference Journeying Toward Wellness

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## **Travel support for Journeying Toward Wellness Opioid Conference, April 26-29, 2022**

The Great Lakes Inter-Tribal Epidemiology Center (GLITEC) will be hosting an Opioid Conference on April 28 -29, 2022 and Pre-Conference Training on April 26-27, 2022. This Conference and Training will be held at the JW Marriott Minneapolis Mall of America located at 2141 Lindau Lane, Bloomington, MN 55425

Upon request, GLITEC can provide travel reimbursement for people who work for a Tribe or urban Indian community located in MN, MI, WI or Chicago. Reimbursable travel expenses include airfare, airline baggage fees, airport parking, hotel, hotel parking, ground transportation, personally owned vehicle (POV) mileage, and per diem.

Participants are responsible for arranging their travel and providing the required documentation for reimbursement. By June 30, 2022, participants must submit a travel reimbursement form with airfare, baggage, and any other receipts for expenses (meal receipts are not required) to Mandy Christensen at [achristensen@glitc.org](mailto:achristensen@glitc.org).

Expenses must align with the following Great Lakes Inter-Tribal Council (GLITC) policies:

### **AIRFARE**

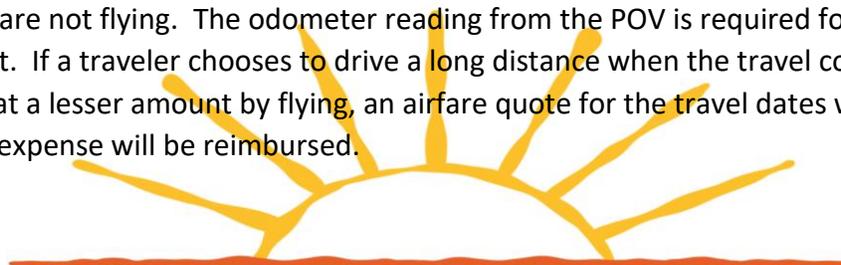
Roundtrip airfare from the nearest major airport of your permanent office location to the Minneapolis-St Paul International Airport. Airfare will be reimbursed for coach class fares only. GLITC will cover the baggage fee for one bag (must be a regular weight/size limit). Airfare and baggage receipts must be submitted with the travel reimbursement form.

### **HOTEL**

GLITEC will cover lodging for up to four nights. A block of rooms has been secured at the JW Marriott 2141 Lindau Lane, Bloomington, MN. Reservations can be made by calling 612-615-0100 and asking for a room in the "Opioid Summit" room block or clicking [here](#) to reserve online. Hotel rooms are \$199 plus tax per night. Should you choose not to stay at this designated hotel, GLITEC will reimburse your hotel at the maximum rate of \$199 per night plus tax. A copy of your hotel receipt showing a zero balance must be submitted with the travel reimbursement form. Phone services, hotel dry cleaning, room service, or additional personal expenses will not be reimbursed.

### **GROUND TRAVEL**

POV usage will be reimbursed at the GSA automobile mileage rate of \$0.585 per mile for miles incurred to get from your permanent office location to/from the airport or to the meeting location if you are not flying. The odometer reading from the POV is required for reimbursement. If a traveler chooses to drive a long distance when the travel could be accomplished at a lesser amount by flying, an airfare quote for the travel dates will be required, and the lesser expense will be reimbursed.



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The POV mileage reimbursement covers all costs related to the vehicle's operation, including service, maintenance, insurance, and depreciation.

Other forms of reimbursable ground transportation include taxi, shuttle service, or public transportation to/from the airports. Tips are not reimbursable. Any additional ground transportation in the Minneapolis/Bloomington area will not be covered. Prior approval is required for rental car reimbursement, e-mail request to Christina Denslinger at [cdenslinger@glitc.org](mailto:cdenslinger@glitc.org) and include the e-mail approval with your reimbursement request. Copies of all ground transportation receipts must be submitted with your travel reimbursement form.

### **PARKING**

Parking at the JW Marriott and up to five days of airport parking is reimbursable. If you park at the airport longer due to other travel, parking will be prorated, and the equivalent of five days will be reimbursed. Copies of all parking receipts must be submitted with your travel reimbursement form.

### **PER DIEM**

The official meeting dates for the Journeying Toward Wellness Conference are Tuesday, April 26, through Friday, April 29, 2022. GLITEC will reimburse no more than five days per diem up to the GSA rate of \$79 per day. GLITC's policy is to reimburse meals at ¼ of the total per diem amount for breakfast and lunch and ½ of the total per diem amount for dinner, minus any meals provided by GLITEC. Meals are also reimbursed based on the actual time you leave/arrive at your permanent office or home if not returning to the office. Meal receipts **do not** need to be submitted.

### **TRAVEL REIMBURSEMENT INSTRUCTIONS**

- \*Contact Mandy Christensen at [achristensen@glitc.org](mailto:achristensen@glitc.org) to get an electronic copy of the travel reimbursement form or any travel questions.
- \*Participants need to make their airfare and lodging reservations by April 4, 2022
- \*Documents should be e-mailed to Mandy Christensen at [achristensen@glitc.org](mailto:achristensen@glitc.org) or mailed to Great Lakes Inter-Tribal Council, P.O. box 9 Lac du Flambeau, WI 54538 Attn: Amanda Christensen

### **CANCELTION POLICY**

GLITEC can only reimburse attendees who fully attend either the pre-conference training and/or the Opioid Conference. If your plans change and you cannot attend all sessions you have been registered for, you are responsible for your expenses. GLITEC will not be able to provide any reimbursements.

