

# 3<sup>RD</sup> Annual Great Lakes Area Opioid Conference

## Journeying Toward Wellness

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### GLITEC Travel Support Instructions

Pre-Conference Training: June 25, 2024

Conference: June 26 - 27, 2024

The Great Lakes Inter-Tribal Epidemiology Center (GLITEC) is hosting the 3<sup>RD</sup> Annual Opioid Conference on June 26-27, 2024, and Pre-Conference Training on June 25, 2024. This Conference and Training will be held at the Kewadin Casino and Hotel, 2186 Shunk Road, Sault Ste Marie, MI 49783.

Upon request, GLITEC can provide travel reimbursement for people who work for a Tribe or urban Indian community 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 July 31, 2024**, 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 [mchristensen@glitc.org](mailto:mchristensen@glitc.org).

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

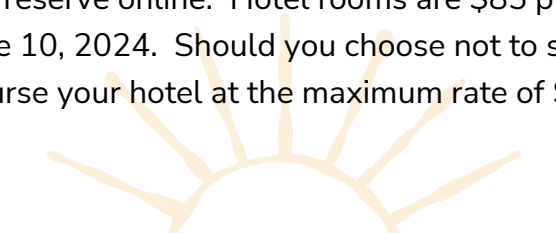
### Airfare

Roundtrip airfare from the nearest major airport of your permanent office location to the Chippewa County International Airport. Airfare will be reimbursed for coach class fares only. GLITEC 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 Kewadin Casino and Hotel, 2186 Shunk Road Sault Ste Marie, MI 49783.

Reservations can be made by calling 1-800-539-2346 and using reference group code 25752 or clicking [here](#) to reserve online. Hotel rooms are \$85 plus tax per night. This room block closes on June 10, 2024. Should you choose not to stay at this designated hotel, GLITEC will reimburse your hotel at the maximum rate of \$85 per night plus tax.



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---

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 \$0.67 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.

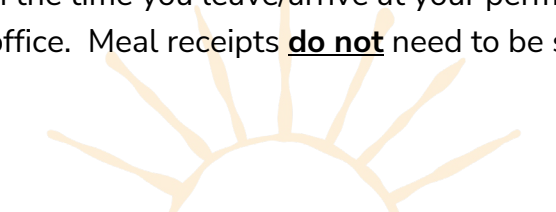
The POV mileage reimbursement covers all costs related to the vehicle's operation, including service, maintenance, insurance, and depreciation. Other forms of reimbursable ground transportation include taxis, shuttle services, or public transportation to/from airports. Tips are not reimbursable. Any additional ground transportation in the Sault Ste Marie area will not be covered. **Prior approval is required for rental car** reimbursement; e-mail the 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 Kewadin Casino and Hotel is free. GLITC will reimburse for airport parking for up to five days. 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 3<sup>RD</sup> Annual Journeying Toward Wellness Conference are Tuesday, June 25, through Thursday, June 27, 2024. GLITEC will reimburse no more than five days per diem up to the GSA rate of \$59 per day. GLITEC'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 time you leave/arrive at your permanent office or home if you do not return to the office. Meal receipts **do not** need to be submitted.



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### Travel Reimbursement Instructions

\*Contact Mandy Christensen at [mchristensen@glitec.org](mailto:mchristensen@glitec.org) to get an electronic copy of the travel reimbursement form or any travel questions.

\*Participants must make their airfare and lodging reservations by **June 10, 2024**.

\*Documents should be e-mailed to Mandy Christensen at [mchristensen@glitec.org](mailto:mchristensen@glitec.org) or mailed to Great Lakes Inter-Tribal Council, P.O. box 9 Lac du Flambeau, WI 54538  
Attn: Mandy Christensen

### Cancellation 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.

