



## Travel Reimbursement Policy

### Definition of Member

Members of the Kansas Perinatal Quality Collaborative include initiative participants, parents, advisors, partners and anyone else interested in advancing the mission to improve Kansas' maternal and infant health outcomes by assuring quality perinatal care using data-driven, evidence-based practice, and quality improvement processes.

### Reimbursement Eligibility

- Members are eligible for reimbursement if attendance at the in-person meeting of the KPOC requires traveling more than 150 miles one-way. To determine mileage for the purposes of this reimbursement policy
  - Point of origin: Select the city of the birth center or organization the member represents
  - Destination: Select the city in which the in-person meeting is held
  - Enter the cities into the official Kansas Department of Transportation Distance Chart located at <https://kdotapp.ksdot.org/mileagebetweencities/>
- In the event that the KPOC holds a set of regional meetings and at least one of the meetings takes place within 150 miles of the member, the member will not be eligible for reimbursement when traveling to a more distant meeting.

### Mileage Reimbursement

- Members who represent the same birth center or organization are expected to travel together and claim only one mileage reimbursement.
- Mileage reimbursement is based on the city-to-city mileage above times two for a round trip calculated at the GSA mileage rate found here <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>

### Lodging reimbursement

- Lodging reimbursement is based on one overnight stay at the GSA lodging rate found here [https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems\\_report&state=KS&fiscal\\_year=2018&zip=&city](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems_report&state=KS&fiscal_year=2018&zip=&city)

### Paperwork for Reimbursement

Your reimbursement will come from the Wichita State University Community Engagement Institute. You must decide if the reimbursement will be made to you as an individual or to the organization you represent. Travelers will be expected to complete two forms at the meeting:

- An Invoice
- A W-9 Taxpayer Identification (SS for an individual, EIN for an organization)