

The items below are reimbursable ONLY for individuals traveling on ITEP-approved travel scholarship.

**These expenses will only be reimbursed up to the amount of the scholarship specified in conference notification material.*

Airfare (receipts required)*

ITEP will reimburse any airfare expenses, including baggage fees, etc. incurred if original receipts are submitted. Advance approval required if itinerary extends beyond standard travel dates.

Per Diem (no receipts are needed)*

ITEP will calculate this amount based on your travel itinerary. **We pay according to the [State of Arizona's allowable rate](#) per location where the training is held. We cannot reimburse at Federal rates.** Adjustments will be made for meals that are provided by either ITEP or the hotel. Meals and incidentals will be calculated as though the travel had occurred via air; extra meals and lodging costs will NOT be covered for travelers opting to travel via automobile whose trip takes longer than a typical airline itinerary.

Mileage (personal/government vehicles only) *

In order to pay mileage we MUST have accurate miles from your home or business to the training and/or airport. Record your mileage from your odometer BEFORE leaving and UPON returning. If you do not have accurate odometer readings use an online mapping program such as Mapquest. Mileage will be reimbursed at the lesser of either the [mileage] rate (i.e. \$0.445/mile) or air coach fare at the time of booking to the same destination (**airline itinerary quote required**).

Other (original receipts required) *

▪ **Reimbursable Expenses**

- Mileage for personal or tribal vehicles only (not rental vehicle). See above for details.
- Shuttle service for travel to/from training location when not serviced by airline or when cheaper than airline
- Taxi to/from airport and hotel when there is no shuttle provided; taxi fares to the training location are not reimbursable.
- Airport or hotel parking.
- Baggage and other airline fees.
- Conference registration fee.

▪ **Non-Reimbursable Expenses**

- Rental vehicles
- Hotel room service or other incidentals
- Video rental
- Telephone calls
- Extra nights at hotel (not approved by ITEP personnel in advance)