In addition to SPG 501.4-1D [check http://www.umich.edu/~spgonlin/ since this section is changed often], Plant Operations staff are asked to observe the following:

a. Travel Mode: Reimbursement for rental of autos for business travel at the site of a conference must be approved by the department head prior to incurring the expense (see SPG 501.4-1 D.1.b and c [limos and taxis], D.3 [private autos], and D.4 [rental vehicles] for University policy).

b. Expenses: SPG 501.4-1D.5-6 covers travel issues thoroughly. It is important to specifically note, however, that the intent is to reimburse only for expenses actually incurred on behalf of the University. For example, the maximums listed for meals are not to be considered per diem payments. Only the actual cost of a meal plus an appropriate gratuity will be reimbursed. As the SPG emphasizes, all expenses greater than $25 must be supported by receipts if reimbursement is desired.

c. Alcohol: Purchase of alcoholic beverages cannot be reimbursed. See SPG 501.4-1 D.5 d)

d. Non-University guests: Accompaniment by spouses - especially to conferences which provide “spouse programs” - is completely appropriate. It must be understood, however, that no costs attributed to the spouse’s travel or presence may be included in the travel claim or other cost paid by the University of Michigan [see SPG 501.4-1 D.5 b].

e. Application: Attendees at conferences, seminars, and training sessions should share the knowledge and insights they have gained – by briefings, reproduction of notes, or by other appropriate means – with colleagues who may benefit from that information. Even more importantly, attendees should seek to immediately apply knowledge gained to their work life, so that the knowledge becomes a habit, a helpful tool in doing our work more effectively.