Plant Operations’ employees are asked to observe the following when in travel status.

**Rental Vehicles**: The department associate director must approve any request to rent a vehicle while in travel status prior to incurring the expense.

**Expenses**: Employees will follow the UM-Concur/GSA.gov per diem rates for travel. The per diem includes, food (excluding any hosted meals, or meals provided by the conference, etc.), cab fees for travel to/from restaurants, and tips.

Note: Itemized receipts are required for reimbursement for all other approved business related expenses, including transportation fees to/from the airport and to/from conference/work site.

**Non-University guests**: Accompaniment by spouses, especially to conferences that provide “spouse programs” are completely appropriate. However, 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.

**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. Attendees should seek to immediately apply knowledge gained to their work life so that the knowledge becomes a habit, a helpful tool in doing work more effectively.