

# Emerging Leaders Internship Program

## Intern Travel



## Planning Your Travel

Everyone is responsible for arranging their own travel to and from the internship location and Expo. Interns are expected to follow AdventHealth's travel policy. You will receive detailed instructions at Orientation on how to be reimbursed for travel.

If AdventHealth is providing your housing, please communicate with your preceptor and housing contact to find out your move in date and time before you make travel plans. We ask that you do not travel on the Sabbath, if possible. Travel reimbursement will be for travel to and from your internship locations and Expo only.

## Reimbursement for Flying

Reimbursement for flying will include coach airfare, baggage fees, and per diem. Airfare tickets must be purchased no less than 14 days prior to travel, and original receipts are required documentation for reimbursement.

## Reimbursement for Driving

Reimbursement for driving will include personal car mileage at the rate of .56 cents per mile, tolls, travel allowance and hotel if necessary while traveling. Original receipts are required for your expense report. Gas receipts are not necessary as gas cost is covered by the mileage reimbursement.

Mileage must be substantiated by a mileage calculator such as MapQuest as a part of the expense report documentation. Daily commuting miles to and from your workplace and home are not reimbursable.

## Other Travel Information

Travel reimbursements can also include travel from one AdventHealth location to another as required.

All travel reimbursements should be submitted as soon as possible, following the instructions provided by the Leadership Institute during Orientation.