

Intern Travel Overview

Leadership Internship Program



Planning Your Travel

Everyone is responsible for arranging their own travel to and from their internship location and the Leadership Intern Conference. 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 the Leadership Intern Conference only. You will not be reimbursed for daily travel to your work location as that is your responsibility.

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. When purchasing tickets, please be mindful of pricing and do your best to be a good steward of AdventHealth's reimbursement. Please keep all receipts and travel itineraries as you will be required to upload these for reimbursement.

Reimbursement for Driving

Reimbursement for driving will include personal car mileage at the rate of \$0.65 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 the gas cost is covered by the mileage reimbursement.

Mileage must be substantiated by a mileage calculator such as MapQuest or Apple Maps 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. Please do not wait until the end of your internship to upload reimbursement requests.

AdventHealth uses the reimbursement application, Concur. You will learn how to upload your reimbursement requests via Concur during your orientation experience. A tutorial video will also be shared on your Internship SharePoint for later use. Please reference the SharePoint first, if you have outstanding questions about reimbursement, please reach out to your Associate Program Manager and Program Coordinator.