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Employee Conference Request Process/Procedure

Upon the employees request to attend a conference the employee is responsible for completing and providing the following:

FORMS (Located on GECS website www.gecs-inc.org → Staff Resources → Reimbursement Forms)

- Conference/Staff Development/Meeting Request
- Conference Request Checklist
- Conference Travel Accommodation Request Form
- Conference/Staff Development/Meeting Expense Reimbursement Request
- Conference Reimbursement Checklist

REGISTRATION REQUIREMENTS

Employee is responsible for providing the required registration information and supporting documentation. This includes:

- Login information: Many conferences require the employee to have individual portals. If this is the case, the employee is responsible for creating their account. Once the account is created, they must then share their login and password so that GECS can provide payment on their behalf. If the employee does not wish to share that information, they can either pay for their registration themselves and get reimbursed, or they can schedule time to come to the Hill Road office so that payment can be processed.
- Supporting documentation: includes event information, session selection, registration pricing, and lodging information (if provided). (***Please note that some conferences have pre-registration questions, answers to the questions must be provided in order to complete the registration process.***)

HOTEL/TRAVEL ACCOMMODATIONS

Employee is responsible for providing the required information and supporting documentation. This includes:

- Choose hotel/travel accommodations; provide printouts for all accommodations. ***(If lodging is required at multiple hotels each one must go on its own travel accommodation form with the appropriate backup documentation)***
- If there is a hotel group rate the accommodation must be booked through the hotel. Please provide a secondary lodging option to use if the first is at capacity. ***(Do not pre-book your room. Please provide documentation so GECS can make all arrangements with the specific hotel, to ensure payment upon arrival.)***
- Complete all required fields on Conference Travel Accommodation Request form. ***(Please note if you require a specific arrival time. If not noted preferences will be considered but not guaranteed based on availability.)***
- If employee is anticipating costs for baggage, parking, or ground transport they must include those costs on the 'Other' section on the Conference/Staff Development/Meeting Request
- Provide a copy of your driver's license/passport for any airfare or train reservations. ***(Failure to provide this backup may result in an error in processing travel arrangements.)***

Please be aware that GECS will only cover the cost of the room and taxes; employees are responsible for providing their personal banking card for incidentals (room service, Wi-Fi, parking, laundry services). If unauthorized charges are incurred on the GECS credit card either those charges will be invoiced to the employee or they will be deducted from their reimbursement.

MEALS

- Calculate meal expenses based on the meal allowance amounts provided by the U.S. General Services Administration website: <https://www.gsa.gov/travel/plan-book/per-diem-rates> listed
- Include supporting documentation of meal allowances within the conference packet

CAR TRAVEL

Employee is responsible for providing supporting documentation showing miles traveled

- Provide documentation of mileage to and from the conference.

REIMBURSEMENT

Employee is responsible for filling out the Conference/Staff Development/Meeting Expense Reimbursement Request, the Reimbursement Checklist, as well as providing supporting documentation. ***(Reimbursement form will need to be submitted even if the total reimbursement request is zero)***

- All reimbursable expenses must have itemized documentation (***i.e meal receipts, hotel folios, parking receipts, baggage receipts***). Failure to provide this information will result in an adjusted reimbursement amount. ***(Be aware that meal reimbursements are meant for the conference attendee ONLY and cannot include alcoholic beverages)***

