How to use TREs (Training Related Expenses)
1. Review page 27 of the MinnCResT handbook.
2. E-mail the Director with your request and justification. Cc the Assistant Director.
3. Follow-up with Director if you do not receive a response in 2 business days.
4. When approved, the Assistant Director will send a copy of the approval to the MinnCResT accountant.
5. If purchasing supplies using a University PO, take a copy of the approval to whomever handles ordering for your unit and have him/her enter the order.
6. Orders MUST charge the following account and include YOUR Empl ID so we can track the charge back to you.
   - Fund: 3002
   - Dept ID: 11454
   - PCBU: UMSPR
   - Project: 06158021
   - Activity: 1
   - Fin EmplID: Your student/employee ID

If you want to purchase something for which a University PO is not appropriate or possible, see the Assistant Director.

How to use Travel Funds
1. Review page 30 of the handbook for all the details.
2. E-mail the Director with your request and justification. Cc the Assistant Director. Include the name, dates, and location of the conference.
3. When approved, plane tickets and registration fees may be paid directly by the Assistant Director.
4. Hotel expenses, per diem, ground transportation, and baggage fees are reimbursed after you travel.
5. Complete an Employee Expense worksheet for reimbursement. Find the form at http://policy.umn.edu/Forms/default.html. The Assistant Director is happy to help you fill this form.
6. Submit form and receipts to Assistant Director. Your reimbursement request must also include your boarding passes and a conference program that identifies the conference, dates, location, and your poster/presentation.

How to determine your per diem amount
1. Go to the GSA website for Domestic Travel at http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943 and click on the state you will visit.
2. Find the city and county you will visit. If city and county are not listed, use the standard CONUS amounts (available on the same page).
3. M&IE Rate (Meal & Incidental Expenses) = Per diem. The number listed is a full day per diem.
4. To determine partial day amounts, click on “Meals and Incidental Expense Breakdown” on the left side of screen.
5. What’s a partial day? According to the U of MN, partial days are defined as follows:

<table>
<thead>
<tr>
<th>Time Intervals</th>
<th>Departure</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 11 a.m.</td>
<td>Full Day</td>
<td>Breakfast Only</td>
</tr>
<tr>
<td>11 a.m. to 3 p.m.</td>
<td>Lunch and Dinner</td>
<td>Breakfast and Lunch</td>
</tr>
<tr>
<td>3 p.m. to 8 p.m.</td>
<td>Dinner Only</td>
<td>Full Day</td>
</tr>
<tr>
<td>After 8 p.m.</td>
<td>Incidental Amount Only</td>
<td>Full Day</td>
</tr>
</tbody>
</table>

Travel begins when the employee leaves their home/office for their trip destination. If the employee's first and/or last travel days are less than a full day, the per diem for those days is pro-rated according to the following table: