

**Date:** March 25, 2005

**To:** All attendees at the Bioterrorism conference in Grand Rapids, May 4-6, 2005

**From:** Cindy Winland, Planner

**Subject:** Paperwork requirements for reimbursement

**If you are planning on attending the spring Bioterrorism conference in Grand Rapids this May, please note the associated costs that are reimbursable:**

- \$79/day hotel costs for May 4<sup>th</sup> and 5<sup>th</sup>
- Mileage at 40.5 cents per mile.
- Conference attendance fees

**For all costs submitted, please provide**

- A copy of the invoice
- Proof of payment in the form of a receipt or cancelled check
- CERTIFICATE OF ATTENDANCE!!!

**A few things that will not reimbursed**

- Parking unless bundled with your hotel costs
- Overtime and backfill
- Meals will not be reimbursed because they are included in the fee for the conference.

**Before you register for this training, you MUST contact Tim Genovese 989-790-5434**

**[tgenovese@saginawcounty.com](mailto:tgenovese@saginawcounty.com) or**

**Linda Owen 989-790-5500 [lowen@saginawcounty.com](mailto:lowen@saginawcounty.com) for approval.**

**THIS TRAINING IS NOT OPEN TO THE PUBLIC – ONLY AGENCIES COVERED UNDER THE GRANT WILL BE REIMBURSED.**

**Please email or send this information to**

**Cindy Winland  
Emergency Management  
Saginaw County  
111 S. Michigan Ave.  
Saginaw, MI 48602**

**Please call or email with any questions [crescentdr@chartermi.net](mailto:crescentdr@chartermi.net) or 989-839-2031**