



National Homicide Review Training and Technical Assistance Program Department Reimbursement Procedures

In order for the City of Milwaukee Health Department to quickly process your reimbursement request, please adhere to the following procedure:

Reimbursement requests must be submitted in form of an Invoice from the Department/Agency you are from. We **CANNOT** accept requests for reimbursements from individuals. It is each participant's responsibility to provide your Department/Agency with your list of expenses and receipts.

- Your Department/Agency must submit **ONE invoice for all participants** that attended the training. Multiple Invoices will not be accepted.
- **PLEASE CONTACT YOUR BUDGET DEPARTMENT BEFORE YOU INCUR OUT OF POCKET EXPENSES.** Your agency/department may have procedures that you are not aware of, such as pre-approval to invoice our department or a requirement for expenses to be paid out of an agency/department account.
- The Invoice must outline expenses for each participant.
- **Each expense listed must be accompanied by an itemized receipt.** This includes reimbursements for food; we must receive a receipt for each meal purchased. Alcohol is not a reimbursable expense and cannot appear on any receipts submitted.
- **A W-9 Form from your agency/department is also required with your invoice.**

Your Department/Agency must bill and send the Invoice to:

City of Milwaukee Health Department
Milwaukee Homicide Review Commission – COPS Grant
Attention: Peggy Luckow/Accounts Payable
841 North Broadway, 3rd Floor
Milwaukee, Wisconsin 53202

Reimbursement questions can be directed to:

Michael Totoraitis
Milwaukee Homicide Review
Commission

414.286.6276 – Desk
mtotor@milwaukee.gov



The following expenses are eligible for reimbursement with receipts:

Travel Reimbursements:

The following travel expenses are eligible for reimbursement:

\$350.00 Per Person for Airfare

Mileage will be reimbursed at 23 cents per mile when a participant is driving a government vehicle and 57.5 cents per mile when driving a personal vehicle. A copy of "Mapquest" or similar document, reflecting miles traveled, must accompany all requests for mileage reimbursement.

No Department/Agency is allowed to submit requests for reimbursement for airport parking. Please plan accordingly.

Food:

The per diem rates for Milwaukee are as follows:

\$10.00 Breakfast	\$45.75 For First and Last Day of Travel –
\$15.00 Lunch	used when arriving day before training
\$31.00 Dinner	and/or leaving the day after training.
\$ 5.00 Incidentals	

Local Travel:

No Department/Agency is allowed to submit requests for reimbursement for local travel. The shuttle services are billed directly to the City of Milwaukee.

Lodging:

No Department/Agency is allowed to submit requests for reimbursements for lodging. All lodging expenses are billed directly to the City of Milwaukee.



KEY REMINDERS

- **The hotel is Courtyard Marriott at 300 West Michigan Street Milwaukee, WI 53203 (414)291-4122**
 - You can check out the hotel's amenities [here](#).
- **The shuttle will take participants to training site (7:30am on Day 1 and 7:30am on Day 2)**
 - Participants **must** be on time for the shuttle, as there will be only one pick-up time.
 - Participants should bring everything they need to the training site. There will be no shuttles going to/from the hotel training site during the training day.
 - Training Day 1 will be held at Police District 3, 2339 N. 49th Street (414-935-7233)
 - Training Day 2 will be held at Police District 3, 2339 N. 49th Street (414-935-7233)
- **Lunch will be served at the training site**
 - Lunch will be served at noon (participants will need to pay for costs upfront).
 - Dinner will be on your own.
- **Dress in business casual.** You will be inside for most of the day so be comfortably dressed. Speakers include Mayor of the City of Milwaukee, Regional Chief of Department of Corrections, Milwaukee Police Chief and the Milwaukee County District Attorney.
- **If available, please bring a recent data report that indicates the number of homicides in your jurisdiction and other data (e.g., type of homicides, etc.).** You **do not** have to create this report if your agency does not already have one. You will be provided a flash drive containing the training material. You may bring your own laptop to take notes, etc. however the training site on Day 2 will not have a power source for your laptop.
- **Keep your receipts! We will have an invoice template form for your agency to request reimbursements.**