



High Plains Psychology Internship Consortium (HP-PIC)
Travel Reimbursement Policy

High Plains Psychology Internship Consortium (High Plains PIC) provides funding for mileage incurred during mandatory internship travel between Nebraska and Colorado sites for in-person meetings. Mileage is reimbursed at the current State of Colorado rate (2017 rate is set at \$.49 per mile). In order to be reimbursed for travel between sites, interns must complete the University of Northern Colorado Reimbursement Form and submit it to the Training Director with 30 calendar days of the travel. Late reimbursement request will not be honored by High Plains PIC.

In addition to mileage, the intern matched with Educational Services Unit 13 in Scottsbluff, NE has access to agency-owned vehicles. As an employee of ESU13, the intern may check out a vehicle for required travel between sites located in Nebraska. For travel to Colorado for in-person meetings, the ESU13 intern must use his or her own personal vehicle in order to submit a travel voucher for reimbursement mileage.