

**Travel Guidelines**  
**U-M Center for the Study of Complex Systems**  
Ann Arbor, Michigan  
Seminar Series

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**1. Reimbursement**

Travelers will be reimbursed for airfare and local transportation, provided that **original receipts are submitted with a completed expense form** (expense form provided in your welcome packet). For electronic air tickets, a copy of the on-line ticket purchase and confirmation can be submitted in lieu of an original passenger receipt ticket (last page of air ticket). Travelers who have difficulty making their own arrangements should contact the administrator for assistance.

**2. Airfare**

Invited speakers will be reimbursed in full for roundtrip, economy fare as long as reservations are made at least two weeks prior to travel. In the event that a traveler chooses more expensive options, he/she will be reimbursed at the current average 14-day advanced purchase economy rate, to be determined by the Complex Systems' business office. Original last page of ticket (passenger receipt ticket) required unless electronic ticket purchased—then copy of the on-line ticket purchase, showing payment method and price, is allowed.

**3. Local transportation**

Transportation from Detroit Metropolitan Airport will be reimbursed, provided you obtain a receipt, to a maximum of \$55.00. The same guidelines will apply to return transportation following the seminar. Automobile rental is not reimbursed without prior authorization from the Complex Systems Director.

**4. Mileage**

Personal Automobile mileage is reimbursed at \$0.325 per mile.

**5. Meals**

Meals obtained outside of those provided by the Center will not be reimbursed without original receipts (meal stubs are not acceptable receipts for meals >\$25). University of Michigan meal limits are: Breakfast \$25, Lunch \$25, Dinner \$55. Please note that these are U-M maximum meal rates and most meals are expected to fall far short of the maximum limits. Hosting is not permitted.

**6. Lodging**

All lodging arrangements must be made through the U-M Center for the Study of Complex Systems. Please note that we are covering only lodging and local calls; you will need to pay for long distance phone calls and any additional services (laundry, etc.) you use during your stay.

**7. Contact Information:**

For assistance with logistics and travel arrangements, contact:

Lori L. Coleman, Administrator  
734/763-3301 (Main Office) 734/615-8990 (direct)  
lcoleman@umich.edu