



Lydia Spencer Chair | Emily Neufeld 1st Vice Chair | Dr. Jason Bailey 2nd Vice Chair

Mark Philson, Readiness and Response Coord | Jennifer Tobey, Planning Coord | Courtney Mathews, Training and Exercise Coord

Memorandum

To: D2 Members

From: Lydia Spencer- Chairperson

Regarding: Conference Travel Reimbursement BP2 (July 1, 2025- June 30, 2026)

Membership,

Due to an overall decrease in grant funding, D2 is modifying our travel reimbursement guidelines to ensure that travel funding is spent most equitably.

Effective 1 October 2024, the following travel reimbursement rules will be in effect:

- Approval priority will be given to agencies with participation greater than 70% in the past calendar year. This may include the following:
 - Meeting attendance for 8 of 11 monthly meetings.
 - 9 of 12 communications testing responses.
 - Annual drills, training, workshops.
 - Requested deliverables submitted on or before the due date.
- Requests will be accepted on a first-come, first-served basis.
- Only two attendees per agency per conference will be approved for reimbursement until total funding is allocated.
 - If fewer than two people are requesting per agency, or funding is not fully utilized, additional people may be approved.
 - Random sweepstakes will choose additional attendees if more attendees request than the funding.
- Reimbursement will only include the following:
 - Registration costs
 - Housing costs (must be greater than 50 miles from the agency).
 - Airline tickets (out-of-state travel, basic economy fare only).
- Request process:
 - All agency requests must be submitted electronically to Mark Philson at d2admin@indianadistrict2.com via the application on page 2 and signed, acknowledging agreement to the guidelines set forth.
- Approval process:
 - Notification of approval or denial will be emailed in writing no less than 90 days before the conference start date.
- Additional:
 - All attendees must present conference highlights (with shareable materials, i.e., PPT, informational document, etc.) at the Coalition meeting within 90 days. Reimbursement will be provided at that time.
 - All costs will be reimbursement-based- must send receipts and fill out the D2 reimbursement form within 14 days of conference attendance.
 - **Submission of a request indicates agreement to the above.**

Please refer any questions to Mark Philson at d2admin@indianadistrict2.com.

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