

October Regional Meeting Travel & Lodging Assistance Policy

October 5–7, 2014 • Indianapolis, IN

If a particular travel question is not addressed in the policy, please contact Yordanos Gebretatios at ygebretatios@nfprha.org for clarification before making arrangements.

NFPRHA's Regional Meeting is scheduled for October 5–7, 2014, in Indianapolis, IN. NFPRHA has a commitment to keeping members informed and connected to each other, and therefore provides travel assistance to members to attend meetings and conferences. In order to convene a diverse group of individuals from across the US and to utilize the organization's generous grants to assess member priorities around ACA implementation, NFPRHA has set guidelines for travel assistance.

I. APPLICATION PROCESS

NFPRHA welcomes organizations to send multiple staff to the regional meeting, however NFPRHA will provide travel and lodging assistance for a maximum of two people per organization until September 5, 2014 or until funds have been depleted. NFPRHA reserves the right to deny any travel and/or lodging assistance request made after September 5 or because funds have been depleted.

In order to receive travel and lodging assistance, participants are required to complete the Travel & Lodging Assistance portion of the online meeting registration form by September 5. See Appendix A for the questions on the travel assistance form.

Once the meeting has concluded, recipients of travel assistance are required to complete the Meeting Feedback form and turn in proof of travel by October 31. See Appendix B for the questions on the feedback form.

Recipients of travel and lodging assistance will receive a confirmation email from NFPRHA staff one week after submitting their travel assistance application. After receiving a travel assistance confirmation email, travel assistance recipients are responsible for:

- booking flight, train, or rental car reservations through NFPRHA's travel agency Omega World Travel, and
- booking a room in NFPRHA's hotel block at the Hilton Indianapolis.

II. TRAVEL GUIDELINES

Omega World Travel Agency Instructions

A requirement of receiving travel assistance is using NFPRHA's travel agency, Omega World

Travel, to book air, train, or rental car reservations. Once approved for travel assistance, recipients will receive the toll-free reservation line for Omega World Travel. Participants must book travel through Omega by September 5.

- Omega travel agents are available Monday through Friday, 9:00 a.m. – 5:30 p.m. eastern time.
- When calling Omega please provide: traveler's name, departure airport/city, departure date and time, destination/date and time.
- Air travel or train reservations over \$500 must be approved prior to purchase. Travelers will need to be flexible about which airline is used, the number of stops, and the time and location of departure (within a reasonable distance from their place of residence), in order to find the least expensive ticket possible.
- After submitting your request, you can expect a prompt email from an Omega travel agent with your travel itinerary.

NFPRHA will pay Omega directly for your flight, train, or rental car costs. Recipients of travel assistance must submit boarding passes from their flight or train as proof of travel after the meeting. Those who travel using a rental car must submit a receipt from the rental car agency after the meeting. Transportation cost by rental car should not exceed the cost that would be incurred for the same trip if traveling by air.

Changes to Reservation/Cancellation

Nonrefundable tickets have cancellation penalties. If you cancel or fail to attend the conference, you will be responsible for reimbursing NFPRHA for full charges of the ticket including cancellation fees. If you change your reservation, you will be responsible for reimbursing NFPRHA for reissue fees. NFPRHA will not be responsible for cancellation or reissue fees.

Travel assistance recipients who have last-minute changes or emergencies while travelling, such as rescheduled or cancelled flights, should call Omega World Travel emergency assistance line at 1-800-285-6342.

Mileage Reimbursement

Travel assistance recipients who drive their personal car will be reimbursed for mileage. Mileage will be reimbursed at the federal mileage rate. According to the IRS website, the current mileage reimbursement rate for business miles driven is \$0.56 (56 cents) per mile. You will be required to submit a Google trip map after the meeting in order to receive reimbursement for mileage. Transportation by personal car is reimbursable as long as the costs do not exceed those that would be incurred for the same trip if traveling by air.

Ground Transportation

Taxi, shuttle, and or subway will be reimbursed; keep shuttle, taxi, and or subway receipts and submit them with the expense reimbursement form. Airport or hotel parking charges will be reimbursed; keep parking receipts and submit them with the expense reimbursement form.

III. HOTEL GUIDELINES

For the October Regional Meeting, NFPRHA will pay for up to 2 nights of hotel stay for members attending content on both October 6 and 7. NFPRHA will pay for 1 night hotel stay for members attending 1 day of content, either October 6 or 7. Non-members are eligible for 1 night of lodging assistance through participation at the October 7, Medicaid Peer-to-Peer meeting. NFPRHA may pay for up to 3 nights of hotel for special travel circumstances; this requires prior approval.

Hotel Block Instructions

NFPRHA has secured a block of rooms at the Hilton Indianapolis, 120 West Market Street, Indianapolis, IN 46204. Travel assistance recipients are responsible for booking their own hotel accommodations in NFPRHA's block. **To reserve a room, call 317-972-0600 and use the code: NFPR. You must reserve your room by September 5.**

NFPRHA will pay for room at the group rate and tax only. NFPRHA will not be responsible for penalties due to failure to attend the meeting, early check out, or failure to cancel a room reservation. Any incidentals will be the responsibility of the occupant.

IV. MEETING FEEDBACK FORM AND TRAVEL DOCUMENTATION

As a recipient of travel assistance, you will be required to complete a meeting feedback form and submit boarding passes from their flight or train as proof of travel. Those who travel using a rental car must submit a receipt from the rental car agency and those who drive their personal car must submit a Google trip map in order to receive reimbursement for mileage. Materials should be submitted to Yordanos Gebretatios at ygebretatios@nfprha.org by October 31, 2014. Forms are preferred electronically over email but can also be faxed attention to Yordanos Gebretatios at 202-293-1990 or mailed to 1627 K Street, NW, 12th Floor, Washington, DC 20006.

V. REIMBURSEMENT PROCESS

Receiving your reimbursement will be contingent on completing the meeting feedback form in full. The reimbursement request form is part of the meeting feedback form (see Appendix B). Reimbursement requests must be supported by appropriate receipts.

NFPRHA will reimburse for the following items, provided you submit receipts:

- Ground transportation – taxi, shuttle, and subway
- Parking
- Mileage for travel assistance recipients who are driving to the meeting

NFPRHA will not provide reimbursements for the following items:

- Food
- Travel insurance
- Flight change/cancellation fees
- Baggage fees
- Hotel early check-out or failure to cancel fees
- Gratuities/incidentals

Appendix A: Travel & Lodging Assistance Application

In order to receive travel and lodging assistance, participants must complete the following questions along with their conference registration form.

- What are some activities or products that NFPRHA could develop to support your organization's delivery of family planning services?
- What are your organization's top three priorities this year in the area of family planning service delivery?
- Briefly describe the anticipated benefits to your work that attending this meeting will provide? Using the conference agenda, please specify which meeting you anticipate being most useful to you.

Appendix B: Meeting Feedback Form

Thank you for participating in the 2014 Regional Meeting in Indianapolis, IN. Please return this completed meeting feedback form along with proof of travel depending on your mode of travel:

- Air/Train – boarding pass
- Rental car – receipt
- Mileage – google map showing location traveled to/from

Turn materials into Yordanos Gebretatios at ygebretatios@nfprha.org by October 31. Forms are preferred electronically over email but can also be faxed attention to Yordanos Gebretatios at 202-293-1990 or mailed to 1627 K Street, NW, 12th Floor, Washington, DC 20006.

Meeting Feedback Form

- What are the three most valuable things you learned from participating in this meeting?
- What changes do you intend to make at your organization, as a result of attending this meeting?
- Given what you learned at the meeting, does your organization have materials or resources related to service delivery that you are willing to share with the NFPRHA membership? If yes, please attach the resource.

Reimbursement Request Form

Please attach receipts for all expenses.

NFPRHA will not reimburse expenses submitted after October 31. For information on what is a reimbursable expense, see the October Regional Meeting Travel and Lodging Assistance Policy.

Name:

Organization:

Full address to send reimbursement check to:

Signature: _____ Date: _____

Departure Date/Time: _____ Return Date/Time: _____

I attended the following events

	<i>Life After 40</i>
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	Medicaid P2P
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NFPRHA should reimburse travel expenses to:

	ME
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	MY ORG
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TRAVEL

EXPENSES

Major Transportation (airfare or train; must attach boarding passes)

Mileage (attach Google Map of route)	total # of miles	_____ x \$0.56 =	_____
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Local Transportation (shuttle, taxi)	_____
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Parking (at airport/train station/hotel)	_____
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TRAVEL EXPENSES TOTAL	\$ _____
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