

# Travel & Lodging Assistance Policy

Fall Regional Meeting: October 4–6, 2015

Omni Interlocken Hotel, Denver, CO

*If a particular travel question is not addressed in the policy, please contact Melissa Kleder at [mkleder@nfprha.org](mailto:mkleder@nfprha.org) for clarification before making arrangements.*

NFPRHA's Regional Meeting is scheduled for October 4–6, 2015, in Denver, CO. 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 4, 2015 or until funds have been depleted. NFPRHA reserves the right to deny any travel and/or lodging assistance request made after September 4 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 4**.

Once the meeting has concluded, recipients of travel assistance are required to complete the reimbursement request form and turn in proof of travel by **October 30**.

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 Omni Interlocken Hotel.

## 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 4.

- 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 Fall Regional Meeting, NFPRHA will pay for up to 2 nights of hotel stay for members attending content on both October 5 and 6. NFPRHA will pay for 1 night hotel stay for members

attending 1 day of content, either October 5 or 6. 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 Omni Interlocken Hotel, 500 Interlocken Boulevard, Broomfield, CO 80021. Travel assistance recipients are responsible for booking their own hotel accommodations in NFPRHA's block. **To reserve a room, call 800-843-6664 and use the code: NFPRHA. You must reserve your room by September 4.**

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. TRAVEL DOCUMENTATION**

As a recipient of travel assistance, you will be required to submit a reimbursement request form and boarding passes from your 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 Melissa Kleder at [mkleder@nfprha.org](mailto:mkleder@nfprha.org) by October 30, 2015. Forms are preferred electronically over email but can also be faxed attention to Melissa Kleder at 202-293-1990 or mailed to 1627 K Street, NW, 12<sup>th</sup> Floor, Washington, DC 20006.

## **V. REIMBURSEMENT PROCESS**

Receiving your reimbursement will be contingent on completing the reimbursement request form. 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