

Travel & Lodging Assistance Policy
2019 Winter Seasonal Meeting
Dallas, TX

NFPRHA is committed to keeping members informed and connected to each other, and therefore provides travel and lodging assistance for members to attend NFPRHA meetings and conferences. NFPRHA encourages organizations to send multiple staff members to its meetings and conferences, however NFPRHA will provide travel and lodging assistance for **a maximum of one person per member organization per meeting/conference**. This policy helps ensure that NFPRHA's limited funds support meeting and conference attendance for as many member organizations as possible.

NFPRHA will pay for flights, train travel, rental car or mileage reimbursement and hotel only, based on the guidelines below. 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
- Parking
- Ground transportation
- Mileage reimbursement to and from airports or train stations

REQUESTING TRAVEL AND LODGING ASSISTANCE

To receive travel and lodging assistance, participants are required to complete the online meeting registration form and check the box requesting travel and lodging assistance by November 6, 2019. NFPRHA reserves the right to deny any travel and/or lodging assistance request made after November 6, 2019, or because funds have been depleted.

Upon completing the registration form, recipients of travel and lodging assistance will receive a confirmation email from NFPRHA with instructions on booking flight, train, or rental car reservations through NFPRHA's travel agency, Corporate Traveler, and booking a room in NFPRHA's hotel block in Dallas, TX.

Please note: If a member organization owes an outstanding balance to NFPRHA at the time of the travel assistance request, the request may be denied until the organization is in good standing.

TRAVEL GUIDELINES

Travel assistance recipients are required to use NFPRHA's travel agency, Corporate Traveler, to book air, train, or rental car reservations. NFPRHA will only pay for travel booked through Corporate Traveler by November 13, 2019.

- Corporate Traveler agents are available Monday through Friday, 9:00 a.m. - 5:30 p.m. ET.
- NFPRHA staff share an updated list of approved travelers with Corporate Traveler weekly on a rolling basis; travelers will be notified by NFPRHA staff once they have been approved.
- When contacting Corporate Traveler, please provide: Full name as it appears on the traveler's government issued ID (Format: Last/First Middle Name), date of birth,

preferred dates and times of travel, home airport or train station, seat preference, TSA/Known Traveler number if applicable, and airline membership numbers if applicable.

- Air, train, or rental car reservations over \$500 must be approved by NFPRHA 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.**
- Transportation cost by rental car should not exceed the cost that would be incurred for the same trip if traveling by air or train.

MILEAGE REIMBURSEMENT

Travel assistance recipients may request to be reimbursed for mileage and drive their personal car in instead of booking a flight, train, or rental car with Corporate Traveler as long as the costs do not exceed those that would be incurred for the same trip if traveling by air. To make this request, contact Victoria Marsh at vmarsh@nfprha.org. Mileage will be reimbursed at the federal mileage rate. According to the IRS website, the current mileage reimbursement rate for business miles driven is \$0.58 (58 cents) per mile. A reimbursement form with a Google trip map must be submitted after the meeting to receive reimbursement for mileage.

HOTEL GUIDELINES

NFPRHA will pay for up to two (2) nights of hotel stay per person at NFPRHA's contacted rate for a standard room (\$189) at the meeting or conference hotel. Travel assistance recipients are responsible for booking their own hotel accommodations in NFPRHA's block. To reserve a room please refer to your registration confirmation email or your travel assistance confirmation email.

All rooms must be reserved by November 13, 2019.

NFPRHA will pay the hotel directly for room fees and tax at the group rate. All lodging assistance recipients will be required to submit a credit card when making their reservation. Incidentals and additional nights stayed will be the responsibility of the occupant.

If NFPRHA's hotel block sells out before the booking deadline, it is the responsibility of the attendee to book a reservation at another hotel in the area. NFPRHA will only reimburse recipients of lodging assistance up to the contracted rate for accommodation at another local hotel. In this case, NFPRHA will not pay for the room fees and tax directly, you will need to file for reimbursement after the conference concludes.

CHANGES TO RESERVATION/CANCELLATION

Travel and lodging recipients who fail to attend the meeting/conference will be responsible for reimbursing NFPRHA for the full cost of plane or train ticket and hotel and rental car reservations, including cancellation fees, no-show penalties, or early check out fees. Travel and lodging recipients will also be responsible for the costs in any reservation changes they request. NFPRHA will not be responsible for cancellation or reissue fees.

Travel assistance recipients who experience flight cancellations or emergencies while traveling should call Corporate Traveler's emergency assistance line at 1-877-890-7413.

In cases where changes or cancellations are caused by or resulting from Acts of God, war, civil commotion, fire, flood or other casualty, labor difficulties, shortages of labor, materials or equipment, government regulations, unusually severe weather, or other causes beyond a

reasonable control, NFPRHA will provide coverage of change or cancellation charges as warranted by the situation.

Changes or cancellations, including those due to unforeseen circumstances before, during, and after the conference, must be completed by the travel assistance recipient, and are not the responsibility of NFPRHA staff.

For questions about NFPRHA's travel and lodging assistance policy, please contact Victoria Marsh, Manager, Events, at 202-293-3114 ext. 218 or events@nfprha.org.