

Travel & Lodging Assistance Policy

May Title X Grantee 2017 Meeting
Westin St. Louis, St. Louis, MO

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. To ensure travel and lodging assistance benefits are available to the maximum number of member organization, **NFPRHA has updated its guidelines for travel assistance.** NFPRHA encourages organizations to send multiple staff members to its meetings and conference, however NFPRHA will provide travel and lodging assistance for **a maximum of two person per organization per meeting/conference.** This policy change will help 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. 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 April 21, 2017. NFPRHA reserves the right to deny any travel and/or lodging assistance request made after April 21, 2017, 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, Omega World Travel, and booking a room in NFPRHA's hotel block at the Westin St. Louis.

TRAVEL GUIDELINES

Travel assistance recipients are required to use NFPRHA's travel agency, Omega World Travel, to book air, train, or rental car reservations. NFPRHA will only pay for travel booked through Omega by April 24, 2017.

- Omega travel 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 Omega weekly; travelers will be notified by NFPRHA staff when they can call to book their travel.
- When calling Omega please provide: traveler's name, departure airport/city, departure date and time, destination/date and time, and booking code provided by NFPRHA.
- 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.
- After booking travel with Omega, travelers will receive an e-mail from an Omega travel agent with your travel itinerary. Travel is not confirmed until this e-mail is received.
- 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 Omega 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 Julia Dieperink at 202-552-0136 or jdieperink@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 \$0.54 (54 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 (\$179) 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 at the hotel, refer to instructions in your registration confirmation email. **You must reserve your room by April 21, 2017.**

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 cancelation 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 cancelations or emergencies while travelling, should call Omega World Travel's emergency assistance line at 1-800-285-6342.

For questions about NFPRHA's travel and lodging assistance policy, please contact Julia Dieperink, Manager, Membership & Events, at 202-552-0136 or jdieperink@nfprha.org.