



# The NorthEast Cerebrovascular Consortium

5 Brookside Dr., Wallingford, CT 06492 • (781) 373-4581 • www.thenecc.org

## The NECC 12<sup>th</sup> Annual Summit Travel Policy

This policy refers to the days of the actual meeting. Any additional days spent at the meeting location are the responsibility of the individual. Qualified individuals may be reimbursed with **ORIGINAL DETAILED RECEIPTS** for Regional Meeting expenses according to the following:

<b>Air Fare/Travel</b>	<p><b>All airline tickets must be purchased 21-days in advance of the scheduled travel date. Please call Adelman Travel Group at 1-800-999-9717 (after hours: 1-800-231-3999) or e-mail them at <a href="mailto:AHA@adelmanmail.com">AHA@adelmanmail.com</a>.</b></p> <p><b>When booking, please mention the following information:</b></p> <ul style="list-style-type: none"> <li>▪ Conference Name: <b>The NorthEast Cerebrovascular Consortium (NECC), Oct. 26<sup>th</sup>-27<sup>th</sup>, 2017</b></li> <li>▪ Conference Coordinator: <b>Kayleigh Newell</b></li> <li>▪ Please ask them to cc: <b>NECC@heart.org</b></li> <li>▪ Paid for by: <b>Founders Affiliate</b></li> <li>▪ Airport you are flying into: <b>Theodore Francis Green Memorial State Airport (PVD / KPVD)</b></li> <li>▪ Budget code: <b>222300.xxxx.69801W 59769R</b></li> <li>▪ Upgrades can be obtained by using your own certificates or miles</li> </ul> <hr/> <ul style="list-style-type: none"> <li>▪ Mileage is reimbursed at the rate of .14/mile, which is the allowable rate that applies to all volunteers.</li> <li>▪ Gas is not a reimbursable expense.</li> <li>▪ <b>If you are flying please send your flight information to Kayleigh Newell at <a href="mailto:Kayleigh.Newell@heart.org">Kayleigh.Newell@heart.org</a></b></li> <li>▪ Taxi/Ground Transfer - reasonable transport expenses will be reimbursed. Original receipts <b>MUST</b> be provided.</li> </ul>
<b>Meals</b>	<p>Each day of required attendance (from the night prior - October 25<sup>th</sup> - through the last day of required participation – October 27<sup>th</sup>), meals will be reimbursed according to this breakdown: a maximum \$15 breakfast, a maximum \$20 lunch and a maximum \$35 dinner.</p> <ul style="list-style-type: none"> <li>❖ <b>Please note that alcohol is <u>not</u> a reimbursable item.</b></li> <li>❖ <b>Detailed receipts indicating meals purchased is required for reimbursement, total summary receipt will not be accepted.</b></li> </ul> <p><b>Please note:</b> This is not a per diem (if meals are less than the specified maximum amount, the reimbursement will only be for the amount on the detailed receipts).</p>
<b>Hotel Accommodations</b>	<ul style="list-style-type: none"> <li>▪ At the Summit, The NECC contracts hotel accommodations for all speakers and attendees. The NECC will cover standard room and tax relative to participation in the meeting only, from the night prior through the end of the conference.</li> <li>▪ Personal days may be added at participant's own expense.</li> <li>▪ Hotel reservations will be made directly by The NECC Staff. Please complete the online form so that the NECC can make your hotel reservation. Participant may arrange for alternative accommodations but will not be reimbursed. NECC must live up to its contractual obligations at the host hotels. Participants choosing to stay at a non-contracted hotel affect The NECC's room block performance and can cause The NECC to be liable for the unoccupied contracted rooms.</li> </ul>
<b>Gratuities</b>	<p>Reasonable tips will be reimbursed.</p>
<b>Entertainment</b>	<p>Liquor/other entertainment, e.g. movies, etc. are <b>not</b> reimbursable expenses</p>

Please submit **ALL ORIGINAL DETAILED RECEIPTS** and expenses for reimbursement along with the expense report sheet within 30 days (Monday, November 27, 2017) of the event to:

**Email:**  
necc@heart.org

**Fax:**  
(518) 935-9496

**Mail:**  
NECC c/o AHA/ASA  
5 Brookside Drive  
Wallingford, CT 06492

If you have any questions, please contact Kayleigh Newell, Associate Director at [Kayleigh.Newell@heart.org](mailto:Kayleigh.Newell@heart.org) or (518) 312-1812 (Cell).