



The NorthEast Cerebrovascular Consortium (NECC)
 October 25th and 26th, 2018 | The Newport Marriott, Newport, RI

2018 NECC 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 **DETAILED RECEIPTS** for the program expenses according to the following:

<p>Air Fare/Travel</p> <p>Airport you would be flying into:</p> <p>Theodore Francis Green Memorial State Airport (PVD / KPVD)</p>	<p>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 AHA@adelmanmail.com. When booking, please mention the following information:</p> <ul style="list-style-type: none"> ▪ Budget code: 222300.xxxx.71541W.59769R – Paid for by Founders Affiliate ▪ Conference Name: The NorthEast Cerebrovascular Consortium (NECC) October 25-26th, 2018 ▪ Conference Coordinators: Abigail Egan & Kayleigh Newell ▪ Please ask them to cc: NECC@heart.org ▪ Upgrades can be obtained by using your own certificates or miles <p>If you are flying, please send your flight information to Abigail Egan: Abigail.Egan@heart.org</p>
<p>Ground Travel</p>	<ul style="list-style-type: none"> ▪ Mileage is reimbursed at the rate of .14/mile, which is the allowable rate that applies to all volunteers ▪ Gas is not a reimbursable expense ▪ Taxi/Ground Transfer - reasonable transport expenses will be reimbursed. ▪ Parking will be covered with receipts unless otherwise specified ▪ Original detailed receipts must be provided.
<p>Meals</p>	<p>Meals will be reimbursed each day of required attendance, from the night prior (10/24) through the day ending of the program (10/26).</p> <ul style="list-style-type: none"> ▪ A maximum \$15 breakfast ▪ A maximum \$20 lunch ▪ A maximum \$35 dinner <p>Detailed receipts indicating meals/ items purchased is required for reimbursement. Summary receipts will not be accepted. Alcohol is not a reimbursable item.</p> <p>Please note: 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>
<p>Hotel Accommodations</p>	<ul style="list-style-type: none"> ▪ 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. ▪ Personal days may be added at the participant's own expense. ▪ Hotel Reservations will be made directly by The NECC staff at the Newport Marriott. Participants may arrange for alternative accommodations, but will not be reimbursed.
<p>Gratuities</p>	<p>Reasonable tips will be reimbursed.</p>
<p>Entertainment</p>	<p>Not included (includes liquor/other entertainment, e.g. movies, etc.)</p>

Please email or fax a copy of the detailed receipts along with the expense report sheet within 30 days of the event.

Email: nia.flick@heart.org | Fax: 518-935-9496
DEADLINE: November 27, 2018

After submitting the form and copies of detailed receipts electronically, please mail hard copies of **all original and detailed receipts** to: American Heart Association | c/o Nia Flick | 4 Atrium Drive - Suite 100, Albany, NY 12205