

**Attendees participating in the 2020 CARRA Registry Retreat are eligible for travel reimbursement to help cover the costs associated with attending the retreat. Reimbursement of eligible expenses will be provided following the event. Instructions for submitting reimbursement requests will be provided at a later date.**

**1. Requirements for attendees to be reimbursed:**

- Attendee must be present for the full retreat.
- Retreat evaluation must be completed.
- Copies of original receipts must be provided. Credit card statements are not acceptable (no exceptions).

**2. What will CARRA cover?**

**a) Hotel Room**

- CARRA will make hotel reservations on behalf of attendees.
- CARRA will pay directly to the hotel for the night of Sunday, February 23.\*
- Additional nights may be reserved, attendees will be responsible for paying for any additional nights.

*\*If coordinators are unable to find flights in time to arrive for the 1pm coordinator meeting on Sunday, contact Gretchen Ponzer, Meetings Manager ([gponzer@carragroup.org](mailto:gponzer@carragroup.org)) regarding options.*

**b) Mileage Reimbursement**

- Members who drive to the CARRA Registry Retreat are eligible for mileage reimbursement at the rate of 58 cents per mile. Please submit a map detailing exact mileage with your reimbursement form as your receipt.

**c) Meals**

- CARRA will provide meals at the hotel for all retreat attendees.
- Meals purchased while traveling to/from the meeting are eligible for reimbursement.

**d) Eligible Expenses**

- Hotel for the night of 2/23/20 (*paid directly by CARRA*)
- Airfare
- Mileage and hotel parking (if driving to meeting location)
- Free shuttle service available to/from the Dallas/Fort Worth International Airport; if shuttle is unavailable, taxi service to/from Dallas/Fort Worth International Airport
- Transportation to/from local airport
- Airport Parking Fees
- Baggage Fees

**e) What IS NOT eligible for reimbursement?**

- Airfare upgrade, insurance or change fees
- Rental cars
- Mileage to/from your local airport
- Passport or travel visa fees
- Expenses submitted without the original receipt

**Questions**

- If you have questions regarding travel reimbursement, contact Gretchen Ponzer, Meetings Manager ([gponzer@carragroup.org](mailto:gponzer@carragroup.org)).
- If you have additional questions about the retreat, contact Natalie Aumann, Research Administrator ([naumann@carragroup.org](mailto:naumann@carragroup.org)).