

CARRA members may be eligible for travel reimbursement to help cover the costs associated with attending the meeting.

1. Requirements for Members to be Reimbursed:

- Annual dues paid prior to April 1.
- Membership renewal complete (this includes updating/verifying all membership record information) prior to April 1.
- Member must stay at the conference hotel (Marriott Louisville Downtown) and book room prior to March 11, 2019.
- Member must be present for the full conference.
- Meeting evaluation completed.
- Copies of original receipts must be provided. Credit card statements are not acceptable (no exceptions).

2. WHAT WILL CARRA COVER?

a) Pediatric Rheumatologists, Sponsored Voting Members, Associate Physician Members, Emeritus Members, and other attending physician members

CARRA will reimburse:

- Up to \$745 for those who stay at the conference hotel Thursday, 4/11, Friday 4/12 and Saturday 4/13.
- Up to \$860 for those who are eligible* to stay at the conference hotel Wednesday, 4/10, Thursday 4/11, Friday 4/12 and Saturday 4/13.

*This includes participants in the pre-conference meetings, as well as speakers for all pre-conference meetings.

b) Members who are Associate Health Care Members, Research Coordinators*, Fellow Members, and Trainee Members

CARRA will reimburse:

- Up to \$845 for those who stay at the conference hotel Thursday, 4/11, Friday 4/12 and Saturday 4/13.
- Up to \$960 for those eligible to stay at the conference hotel Wednesday 4/10, Thursday 4/11, Friday 4/12 and Saturday 4/13.

***Coordinators:** Multiple coordinators from a site may attend the CARRA meeting, however CARRA will only provide travel support for one coordinator member per site.

Additional Information for All Members

a) Hotel Room

- Room rate for members attending our conference is \$186 + 16.07% tax = \$215.89 per night.
- To guarantee room rate above, please make reservations by March 11, 2019. Reservations made after this date will not be guaranteed the group rate and will be charged the hotel's current standard room rate.

b) Mileage Reimbursement

- Members who drive to the CARRA Annual Meeting are eligible for mileage reimbursement at the rate of 54.5 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 conference attendees.
- No meals, including meals purchased while traveling to/from the meeting, will be eligible for reimbursement.

d) Eligible expenses

- Hotel
- Airfare
- Mileage and hotel parking (if driving to meeting location)
- Taxi/shuttle to/from the Louisville airport
- Airport Parking Fees
- Baggage Fees

e) What IS NOT eligible for reimbursement?

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

f) Questions

- If you have questions regarding travel reimbursement, contact Brian Mondragón Jones, Director of Administration (bmondragon@carragroup.org).