

Attendees participating in the 2019 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.

CARRA will reimburse costs outlined below for up to 3 attendees per site event: the Registry site PI, one site coordinator, and one sub-investigator.

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** (*single room, paid directly by CARRA*)
- CARRA will make hotel reservations on behalf of attendees.
 - CARRA will make individual/single room reservations, roommates not required.
 - CARRA will pay directly to the hotel for the night of January 27.
 - Additional nights may be reserved, attendees will be responsible for paying for any additional nights.
- b) Airfare**
- Coach airfare purchased 2 weeks in advance.
 - Upgrades, insurance, and change fees will not be covered.
 - Attendees should attempt to purchase flights that are under \$500.
 - If available flights exceed this amount, please contact Brian Mondragón Jones (bmondragon@carragroup.org) for pre-approval.
- c) Mileage Reimbursement**
- Members who drive to the CARRA Registry Retreat 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.
- d) Meals**
- CARRA will provide meals at the hotel for all retreat attendees.
 - CARRA will reimburse each attendee up to \$50 (total) for meals/food purchased while traveling to/from the meeting.

e) Eligible Expenses

- Hotel for the night of 1/27/19 (*paid directly by CARRA*)
- Airfare
- Mileage and hotel parking (*if driving to meeting location*)
- Free shuttle service available to/from the Orlando airport; if shuttle is unavailable, taxi service to/from Orlando airport
- Transportation to/from local airport or local airport parking fee
- Baggage fee

3. 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

4. QUESTIONS

- If you have questions regarding travel reimbursement, contact Brian Mondragón Jones, Director of Administration (bmondragon@carragroup.org).
- If you have additional questions about the retreat, contact Miranda Wenzlaff, Director of Research Operations (mwenzlaff@carragroup.org).