

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 May 1
- Membership renewal complete (this includes updating/verifying all membership record information) prior to May 1.
- Member must be present for the full conference.
- Meeting evaluation completed.
- Copies of original receipts must be provided. Credit card statements are not acceptable.

2. WHAT WILL CARRA COVER?

a) Voting members, international associate members, emeritus members, and all other attending physician members

CARRA will reimburse:

- Up to \$625 for those who stay at the conference hotel Monday 5/15 through Wednesday 5/17.
- Up to \$725 for those who are eligible* to stay at the conference hotel Sunday 5/14 through Wednesday 5/17.

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

b) Members who are Research Coordinators, Fellows, or Nurses

CARRA will reimburse:

Airfare/Ground transportation

- Up to \$500 for airfare (or mileage if members drive to the meeting) and ground transportation.

Hotel

- Up to \$233 for those who stay at the conference hotel Monday 5/15 through Wednesday 5/17.
- Up to \$350 for those eligible* to stay at the conference hotel Sunday 5/14 through Wednesday 5/17.

***Fellows:** Fellows who are participating in the CARRA Fellows or Early Investigator pre-conference meetings are eligible to be reimbursed the cost for ½ the room for the Sunday night stay.

***Coordinators:** Multiple coordinators from a site may arrive on Sunday, however CARRA will only cover the additional night for one coordinator member per site.

3. ADDITIONAL INFORMATION FOR ALL MEMBERS

a) Hotel Room Costs

- Room rate for members attending our conference is \$199 +17% tax = \$232.83 per night.
- CARRA will cover half the cost of a hotel room -- up to \$116.42 per night per member.
- Members who share a room will have their room cost covered in full.
- Members who desire a single room are responsible for the remaining room charges.

b) Mileage Reimbursement

- Members who drive to the CARRA Annual Meeting are eligible for mileage reimbursement at the rate of 53.5 cents per mile.

c) Meals

- CARRA will provide meals at the hotel for all conference attendees.
- Off-site meals, including meals purchased while traveling to/from the meeting are not eligible for reimbursement.

d) Questions

- If you have questions regarding travel reimbursement, contact Brian Mondragón Jones at bmondragon@carragroup.org