



325 E. Washington Street, Suite 205 \* Iowa City, IA 52240 \* 319-354-9378

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## January 2007 REL Midwest Research to Action Forum

### Participant Travel Policies

#### Reimbursable Travel Expenses

Approved participants in the January 2007 REL Midwest Research to Action Forum will be reimbursed **up to \$350 each** for travel expenses to and from the forum as detailed in the following. Costs of lodging are calculated separately from the \$350 travel subsidy. Expenses of a personal nature are not reimbursable.

#### Expense Documentation

In accordance with rules set forth by the Internal Revenue Service, all travelers are required to have sufficient documentation (i.e., receipts) to establish the amount, date, place, and essential character of all travel expenditures.

#### Lodging

Costs for lodging are separate from the \$350 travel subsidy limit. Hotel room and tax at the Crowne Plaza Chicago O'Hare hotel in Rosemont, Illinois, for **January 24** will be billed directly to the Research to Action Forum master account. Incidental charges, including phone and wireless charges, are the responsibility of the individual upon checkout. If your sleeping room is not put on the Research to Action Forum master account, contact the forum organizers immediately.

**Participants are responsible for making their hotel reservation and any cancellations.** Contact the Crowne Plaza Chicago O'Hare by calling 847-671-6350. Request the group rate for the REL Midwest Forum, which is \$109, excluding tax. Rates and availability are subject to change after December 29, 2006. You also may make your hotel reservation online through the [Crowne Plaza Reservation Desk](#). Enter the dates for your arrival and departure and click "Check Availability." You will be directed to a Web page that reflects the group rate.

A personal credit card is required to guarantee reservations. Upon arrival, your room and tax for this one night's lodging will be direct-billed to the Research to Action Forum. Additional lodging and incidentals will be billed to your personal credit card. **If your plans change and you do not cancel your hotel reservation, your personal credit card will be billed for one night's lodging, and you will not receive reimbursement for this charge.**

There are limited resources to subsidize lodging the evening of January 23, 2007. Please call Mary Edith Malin toll-free at 877-354-9378, ext. 104, for more information.

## **Vehicle Expense**

**Ride sharing with others is strongly encouraged.** Please submit the names of all riders in the vehicle. If the cost of ride sharing exceeds \$350, the subsidy allotment for riders may be pooled.

We encourage the use of **rental cars**. If you are driving, we will reimburse for the cost of a rental car and gas.

If you drive your personal car, mileage to and from the forum will be reimbursed at the standard mileage rate set by the federal government. As of January 1, 2007, the Internal Revenue Service has determined this rate to be 48.5 cents per mile. The number of miles must be indicated on the travel report.

If a personal automobile is used to travel to meetings, the total allowable reimbursement for each individual may not exceed the equivalent of common carrier economy fare (i.e., your mileage expenses may not exceed what would be incurred if flying).

Parking expenses must be accompanied by original receipts to be reimbursable. Parking at the hotel is covered from 10 a.m. January 24 to 3 p.m. January 25.

## **Air, Train, and Other Common Carrier Fares**

Reasonable costs of air (coach), train, or other common carrier fares as needed up to the \$350 subsidy **total** limit will be reimbursed. Travelers must secure at least a 14-day advance purchase fare.

## **Ground Transportation**

Ground transportation to and from airports and/or parking will be covered as long as a participant is within the \$350 total limit for the travel subsidy.

The Crowne Plaza Chicago O'Hare is located 1.5 miles from Chicago O'Hare International Airport. The Crowne Plaza Hotel provides complimentary daily transportation every 15 minutes to and from the airport. For the hotel shuttle, go to the airport baggage claim and look for signs for the Shuttle Bus Center. The Crowne Plaza shuttle will be at the Shuttle Bus Center at Door 2. If you have waited for the shuttle more than 15 minutes and it has not arrived, call the Crowne Plaza Hotel at 847-671-6350 to request a shuttle.

For those arriving at Midway Airport, Omega Shuttle offers a one-way shuttle trip to Chicago O'Hare Airport for \$16. Call them at least 24 hours in advance at 773-483-6634 to make a reservation and for pickup and drop-off locations. Once at Chicago O'Hare Airport, call the Crowne Plaza for the complimentary shuttle. Should you choose to take another form of transportation, REL Midwest will reimburse you only if you are still within your total allotment of \$350 for travel. You will need to prepay for the Omega Shuttle; your shuttle receipt is required when you turn in your reimbursement form.

## **Meals**

Meals will be provided during the forum. Costs for other meals are not reimbursable. Costs incurred for any type of alcoholic beverages will not be reimbursed.

## **Other**

Costs of amusement, diversion, social activities, ceremonials, and costs relating thereto, such as meals, lodging, rentals, transportation, and gratuities will not be reimbursed.

### **Reimbursement Request Submission and Payment**

Complete and submit the West Wind Education Policy, Inc. 2007 Reimbursement Form (which will be provided to you by e-mail and in your on-site forum materials) within 15 days of the end of the meeting. Failure to submit a reimbursement request within the designated time may result in denial of request.

After the completed reimbursement form is received, allow up to 30 days for payment processing.

To expedite payment, be sure to prepare your receipts and vouchers as follows:

- Fill out the form legibly, make sure all pertinent information is filled in, and sign the form.
- Tape receipts to a blank sheet of paper.
- Provide the name and address where you would like check to be mailed.

All reimbursement claims are subject to a final review by the West Wind Business Office in accordance to the federal travel regulations set forth for your designated area of travel and specific terms stated in these policies and on the forum website.