

## 2024 MRC National Summit Travel Reimbursement Instructions

The NACCHO team has developed the following [Travel Reimbursement Form](#) to streamline the reimbursement process. Please follow the instructions below to complete your reimbursement form correctly. Failure to comply may result in delays or denial of claims. For any inquiries, please reach out to:

[MRCSummitReimbursements@naccho.org](mailto:MRCSummitReimbursements@naccho.org).

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### Traveler Information

- Please provide accurate information, including your mailing address, where the reimbursement check will be sent.
- Your travel dates should be 5/21/2024 - 5/24/2024, unless prior approval was granted. Reimbursement will be approved only for those travel dates.

### Driving Information

#### Driving to Conference

Per NACCHO's travel policy, reimbursement for automobile travel includes mileage reimbursed at the current government rate of 0.67 per mile and should not exceed the least expensive air travel via the most direct economy air route. **If mileage reimbursement exceeds the cost of air travel, you will be reimbursed up to the flight comparison total cost.**

Attendees who were approved to drive to the MRC National Summit should provide the total roundtrip miles driven using the most direct route. Please write as a whole number in miles.

- **Please include TWO addresses - the starting address and destination.**

*i.e. 1201 I (Eye) St. NW, Washington DC 22205 to 151 E Wacker Dr, Chicago, IL 60601*

**If you are returning home to a DIFFERENT address than the one where you started - for example, if you drove from your work address and drove home after the conference - please include that address after the hotel address.**

*i.e. 1201 I (Eye) St. NW, Washington DC 22205 to 151 E Wacker Dr, Chicago, IL 60601 to 2231 Crystal Dr Suite 450, Arlington, VA 22202*

- Attach a copy of the lowest airline fare roundtrip to Chicago from your nearest airport as a PDF (from Kayak, Google Flights, etc.) \*
- Provide a Google Maps PDF (including maps) of estimated **roundtrip** route from your starting location to the Hyatt Regency Chicago (151 E Wacker Dr, Chicago, IL 60601).

\*Note: those driving from Illinois who do not have a flight comparison due to proximity (i.e. your airport is in the Chicago area) do not need to provide a flight comparison.

#### Driving to Airport from Home

Attendees who drove to the airport or train should provide the total roundtrip miles driven. Please write as a whole number in miles.

- Please include TWO addresses – the starting address and destination.
- Google Maps PDF (including maps) of estimated roundtrip route from your starting location to airport.

#### Per Diem

Reimbursement will be made up to a maximum daily per diem of \$71. This is designed to cover the cost of purchasing meals while traveling and to cover small incidental expenses such as non-meal tips. The \$71 will be reduced by the cost of the meals which the traveler does not have to purchase while traveling. No per diem will be provided for any meal provided at the meeting. Breakfast and lunch will be provided on May 22<sup>nd</sup> and May 23<sup>rd</sup>. The dietary restrictions listed during registration have been shared with the hotel to ensure all attendees will have a meal.

The per diem rates are:

Breakfast: \$13.00  
Lunch: \$20.00  
Dinner: \$32.00  
Incidentals \$ 6.00

NACCHO will calculate the per diem to be reimbursed based on your travel dates and times with the rates above. **Do not provide receipts for food expenses.**

### Air/Rail Expenses

Recipients of Travel Award to attend the MRC Summit will not have any air/rail expenses to claim. This is only for those who were pre-approved to pay for their flight/travel.

### Ground Transportation

Ground transportation expenses, such as parking, taxi, Uber/Lyft, bus, shuttles, etc. whether incurred at point of departure or upon return, will be reimbursed providing original receipts for expenses over \$25 are submitted.

### Garage Parking and Tolls

Attendees were instructed to park at the Illinois Center, 111 E Wacker Street. NACCHO will reimburse attendees for a maximum of 3 days (Tuesday to Friday) at the rate of \$60 per day, totaling \$180. Attendees who chose to park at the hotel will only be reimbursed at the rate of \$60 per day. Receipts are required.

Attendees who parked their car at the airport may claim the total amount paid on the final day of travel. For example, if parking is \$7/day and you were charged a total of \$28 on Friday upon your return, claim the total amount of \$28 on Friday and provide a receipt for this expense.

### Other Expenses

Provide a dollar amount for any other reimbursable expenses incurred and describe these expenses in the box provided. Attendees must provide a receipt for expenses over \$25.

### Required Attachments

- Receipts for expenses over \$25. This includes baggage fees, any ground transportation costs, parking costs, tolls, etc.

If you are claiming personal mileage for driving to the conference:

- A copy of the lowest airline fare roundtrip to Chicago from your nearest airport as a PDF (from Kayak, Google Flights, etc.)
- Google Maps PDF (including maps) of estimated roundtrip route from your starting location to the Hyatt Regency Chicago (151 E Wacker Dr, Chicago, IL 60601).

If you are claiming personal mileage for driving to an airport, please provide:

- Google Maps PDF (including maps) of estimated roundtrip route from your starting location to airport.