

2013 National Conference Travel Assistance Policy

NFPRHA's National Conference is scheduled for April 28 – May 1, 2013, in Alexandria, VA. In order to convene a diverse group of individuals from across the US and to utilize the organization's generous grants in the most effective way possible, NFPRHA has set updated guidelines for travel assistance for the National Conference. **If you have any questions, please contact Illysa Schragger at (202) 293-3114 or [ischragger@nfprha.org](mailto:ischragger@nfprha.org).**

**General:**

- **In order to receive travel and lodging assistance, participants must request both travel and lodging assistance on their conference registration form by March 29.**
- NFPRHA welcomes organizations to send multiple staff to the National Conference; however, **NFPRHA will provide travel and lodging assistance for a maximum of two people per organization until March 29 or until funds have been depleted.** NFPRHA reserves the right to deny any travel and/or lodging assistance request made after March 29 or because funds have been depleted.
- Recipients of travel and/or lodging assistance will receive confirmation from NFPRHA staff within a week of completing their conference registration form. After recipients receive confirmation, they are responsible for making their own arrangements including travel reservations and securing a room in the NFPRHA hotel block.
- Members will be eligible for **travel assistance in the form of reimbursement for air travel, train, or mileage expenses up to \$500 and lodging assistance in the form of one night hotel stay at the Westin Alexandria.** In addition, members who attend any pre-conference or post-conference content **will be eligible for a second night of lodging assistance.**
- Non-members are eligible for **travel assistance in the form of reimbursement for air travel, train, or mileage expenses up to \$500 travel and one night of lodging assistance if they attend the Medicaid Peer-to-Peer meeting.**

**Travel Assistance:**

For travel assistance for the National Conference and meetings going forward, NFPRHA will work with the travel agency, Omega World Travel. By receiving travel assistance from NFPRHA, you are now required to coordinate your travel (air/train/rental car) with Omega World Travel. NFPRHA will have

designated travel agents to help you with this process. All travel costs booked through Omega World Travel will be billed directly to NFPRHA, eliminating the reimbursement process.

We have provided below the specifics on booking your travel, please take a moment to review this information.

**NFPRHA TRAVEL AGENCY**

**Omega World Travel  
3102 Omega Office Park  
Fairfax, VA 22031**

**Travel Manager: Sharon Kirchgessner; skirchgessner@owt.net  
Business Hours: Monday-Friday, 9:00 AM to 5:30 PM EST**

**Dedicated Toll Free #: 1-800-723-9403  
Dedicated Email: corpfx@owt.net  
Fax #: 800-717-1707**

24 hour Emergency Service for En Route Assistance or Next Day Travel: 1-800-285-6342.  
Only contact the 24-hour emergency service on the occasion an issue with your reservation cannot be resolved directly with the carrier you are traveling with.

**MAKING A RESERVATION FOR AIR, TRAIN, OR RENTAL CAR TRAVEL:**

**When calling or emailing an Omega agent directly, please provide:**

- Traveler's name
- Departure airport/city; date and time
- Destination /date and time

**Reservation Confirmation**

- Traveler/Arrangers will receive an emailed reservation/itinerary for each booking and/or ticketed reservation
- Upon receipt, Traveler/Arranger must review each itinerary for accuracy

**To Change or Cancel a Reservation**

- Contact your Omega agent/service office

- A new ticket may need to be issued. Nonrefundable tickets have cancellation penalties and reissue fees. **\*\*PLEASE NOTE:** NFPRHA will not be responsible for change or cancellation fees. You or your organization will be responsible for paying for these penalties except for emergencies as noted in the travel policy. **\*\***
- **Air travel or train reservations over \$500 must be approved prior to purchase; please contact Illysa Schrager ([ischrager@nfprha.org](mailto:ischrager@nfprha.org)) if necessary.** Air travel and/or train reservations should be made as far in advance as possible in order to take advantage of reduced fares. NFPRHA will only pay the cost of the lowest coach class fare available. **You must provide copies of airline boarding passes or used train tickets.**
- If you will be traveling to the National Conference from a location within five hours of Alexandria, VA, you will not be required to rent a car and are eligible to receive Mileage Reimbursement at the US Department of Treasury rate. According to the IRS website, the current mileage reimbursement rate for business miles driven is \$0.565 (56.5 cents) per mile. In order to receive mileage reimbursement, you must notify Illysa Schrager at [ischrager@nfprha.org](mailto:ischrager@nfprha.org) that you will be doing so by March 29. Following the conference, you will receive a reimbursement form to detail your miles traveled and **you will be required to provide a Google trip map** (or equivalent; a one-way map is fine unless two different routes are taken).
- Travelers will need to be flexible about which airline is used, the number of stops, and the time and location of departure (within a reasonable distance from their place of residence). You are encouraged to use websites such as [www.kayak.com](http://www.kayak.com) and [www.airfarewatchdog.com](http://www.airfarewatchdog.com), which compile flights in order to find the least expensive ticket possible.

#### Lodging:

- **Lodging assistance recipients are responsible for booking their own accommodations.**
- NFPRHA has secured a block of rooms at the Westin Alexandria, 400 Courthouse Square, Alexandria, VA 22314; a special reduced rate of \$229 a night for single/double occupancy rooms has been secured for conference attendees. To make sure you receive NFPRHA's conference rate, visit [www.nationalfamilyplanning.org/NC](http://www.nationalfamilyplanning.org/NC) to find a link to the hotel reservation page. You can also reserve a room by calling 1-866-837-4210 and using the code NMD28A.

Once the block at the Westin is full, overflow room reservations should be made at the Lorien Hotel & Spa, 1600 King Street, Alexandria VA 22314, which is just a short walk from the Westin. A special reduced rate of \$229 a night for single/double occupancy rooms has been secured for conference attendees. To make sure you receive NFPRHA's conference rate, visit the [hotel reservation page](#) or call 1-877-956-7436 and indicate you're with: NFPRHA 2013 National Conference Overflow. **The deadline to reserve your hotel room is April 10.**

- Members will be eligible for one night of lodging assistance. In addition, members who attend pre-conference content will be eligible for a second night of lodging assistance.
- Non-members are eligible for one night of lodging assistance through participation at the Medicaid Peer-to-Peer meeting.
- Rooms in the conference room block are only available at the discounted rate until March 29. NFPRHA will only cover nights at the \$229 room rate, so be sure to book your room by March 29.

**Non-reimbursable items – NFPRHA will not provide reimbursement for the following items:**

- Bag checking fees
- Travel insurance
- Meals
- Gratuities/incidentals
- Transportation/mileage to and from airports
- Parking

**Changes to Reservations/Cancellation**

Changes not related to or caused by NFPRHA business are solely the responsibility of the individual and will not be reimbursed by NFPRHA. NFPRHA will reimburse costs incurred to change reservations when the changes are related to NFPRHA business. If the traveler must cancel his/her travel reservation, except in the case of an emergency, the individual will be responsible for reimbursing NFPRHA for the full charges, including cancellation fees administered through airlines. Individuals are not responsible for reimbursing NFPRHA when the cancellation results from the actions of NFPRHA or its staff (i.e., NFPRHA cancels the meeting to which the travel was related).