**NCSP 2019 Annual Meeting**

**Expense Reimbursement for Rotating Members of the National Program Board**

Thank you for participating in the NCSP 2019 Annual Meeting. Please note that in addition to the instructions below, you will also receive a separate email from Ivelys Figueroa, NCSP Central Administrative Director, with detailed instructions on how to become a registered “supplier” in our expense reimbursement system.

In addition to completing the steps to become an official “supplier,” please complete the following documentation, which is also required for reimbursement for your travel-related expenses.

* [**Guest Travel Reimbursement Worksheet**](http://nationalcsp.org/sites/default/files/GuestTravelReimbursementWorksheetNPB_NCSP2019%20Annual%20Meeting.xls)
* **Original itemized receipts**. Receipts must have the company name, date, and description of each expense. Receipts need to show that expenses have been paid (i.e., have a zero balance). If receipts do not show the last 4 numbers of the credit card, a bank statement is also required.

Receipts must be submitted **within ten (10) business days** of trip completion. Reimbursements are typically processed within 30 business days of receipt of all documentation.

Please submit all documents noted above electronically to Ivelys Figueroa at ivelys@pennmedicine.upenn.edu. Per institutional policy, original receipts must be retained; in addition to sending them electronically, please also mail your original receipts to:

**Ivelys Figueroa**

**National Clinician Scholars Program**

**423 Guardian Drive**

**Blockley Hall, 1312C**

**Philadelphia, PA 19104**

**Travel Expense Reimbursement Guidelines**

* Original dated and itemized receipts are required for all expenses. For air/train fare, please include the itinerary listing traveler’s name, routing, class of service, and total price.
* Travelers are expected to book the lowest available economy class round-trip air or train fare. Where possible, please book travel at least 21 days in advance. All quoted airfares over $500 will require authorization from NCSP; please contact **Ivelys Figueroa at** **ivelys@pennmedicine.upenn.edu****.**
* Travelers are expected to use the lowest-cost ground transportation consistent with business needs. Taxis, shuttles, and public transportation should be used whenever possible instead of private limousine or car service. If renting a car, the most economical (compact or midsize) vehicle consistent with business needs and travel circumstances must be booked.
* Expenses of a personal nature (i.e., phone calls, laundry, valet service, movies, or mini-bar charges) cannot be reimbursed.
* Travelers will not be reimbursed for cancellation fees resulting from trip changes or cancellations for personal convenience.
* If you choose to arrange other travel in conjunction with your NCSP meeting arrangements, you will be responsible for all costs over the quoted round-trip fare.
* Non-conference meals will be reimbursed based on a per diem allowance, following guidelines set by the federal government. You can use the following tool to calculate your trip allowances: <http://www.gsa.gov/portal/category/26429>. For meal reimbursement, please provide a copy of your trip itinerary at the conclusion of your travel. (Please note that the per diem does not cover alcoholic beverages or meals that are already provided as part of the paid conference.)