

## Travel Logistics and Reimbursement Guidelines

### Travel information

The National League of Cities (NLC) is providing financial support to cover travel expenses (airfare, hotel, ground transportation, and meeting expenses) for the mayor or councilmember of each city for the convening in San Francisco, CA. Additional city staff will not be covered. Please find information below to assist you in planning your travel. If you have any questions about travel logistics, please contact Carlin Daharsh at [daharsh@nlc.org](mailto:daharsh@nlc.org) or 202-626-3075.

### Meeting Start/Stop Time

Please plan to arrive on Wednesday, February 5<sup>th</sup> in time for check-in and the welcome reception which starts at 6:00pm. We will be leaving Silicon Valley on Friday, February 7<sup>th</sup> at 2:30pm for the San Francisco Airport (SFO). It is recommended that you don't book a flight any earlier than 4:30pm. **Please note, you must be in attendance for the entire convening in order to get reimbursed for this trip.**

### Dress Code

The dress code is business casual. There will not be a lot of walking, but we will be on the move for the duration of this convening.

### Flight Arrangements

Participants are requested to submit the airfare receipt with other reimbursement requests. Only coach class airfares will be reimbursed by NLC. NLC will reimburse your roundtrip airfare up to \$500.00 round trip. **Any airfare over \$500.00 round trip will need NLC's prior approval.**

### Hotel Accommodations

We will be staying at [Hotel Via](#) and NLC will be arranging hotel accommodations on your behalf using the information you provide in the [registration survey](#). NLC will pay your room rate and taxes directly to the hotel for two nights (Wednesday, February 5<sup>th</sup> and Thursday, February 6<sup>th</sup>). Incidental charges (telephone charges, internet, room service, movies, etc.) are the responsibility of the participant and will not be covered by NLC. All participants will need to provide a major credit card to guarantee incidentals at the time of your arrival. If you would like to stay additional nights at your own expense, please let us know and we will extend your reservation with the hotel.

### Hotel Cancellations and Substitutions

In the event you must cancel your room reservation, please notify Carlin Daharsh at [daharsh@nlc.org](mailto:daharsh@nlc.org) or 202-626-3075 as soon as possible. If you would like someone else from

your city to take your place in the hotel, you must promptly notify NLC and request substitution approval. Upon approval, NLC will notify the hotel of the change.

### Reimbursement

A reimbursement form is included below and must be completed to obtain reimbursement for allowable travel costs. Always obtain receipts – receipts are required under NLC’s accounting procedures. Expenses in excess of \$10.00 that are not documented by an original receipt can only be reimbursed at a \$10.00 limit, including tax and gratuity. **Participants must scan the reimbursement form and copies of receipts to [daharsh@nlc.org](mailto:daharsh@nlc.org).**

### Reimbursable Expenses:

- Roundtrip airfare (coach only) up to \$500. **Any airfare that exceeds \$500 must be approved by NLC prior to purchase.**
- Airline baggage fees up to, but not exceeding \$60.00 for your roundtrip travel.
- Taxi fares from/to the San Francisco airport up to, but not exceeding \$50.00 each way.
- If you drive to the convening, NLC will reimburse you at 53.5¢ per mile, plus tolls. To be reimbursed for mileage, please submit a map of the route with total miles (using MapQuest, Google Maps, etc.) with your form.
- Meals that are not provided by NLC during the meeting. The reimbursed amount for breakfast and lunch combined will not exceed \$25.00, and maximum dinner reimbursement is \$45.00. (When a meal is provided as part of the meeting agenda, NLC will not reimburse you for this meal.)
  - For this meeting, the following meals will be provided at the meeting:

▪ Wednesday, February 5 <sup>th</sup>	Reception
▪ Thursday, February 6 <sup>th</sup>	Breakfast, Lunch and Reception
▪ Friday, February 7 <sup>th</sup>	Breakfast and Lunch

### Non-Reimbursable Expenses:

- Air travel other than coach airfares
- Telephone, internet, and fax charges
- Meals eaten during the NLC meeting in which the meal is provided
- Alcoholic beverages
- Travel insurance fees for flight or luggage
- Laundry/dry cleaning
- Transportation cost to and from non-scheduled activities (e.g. to restaurants, shopping, etc.)
- Entertainment (i.e., in-room movies)
- Rental cars

### Reimbursement Processing and Deadline:

Reimbursement processing normally takes three to four weeks from receipt of the reimbursement form. Any requests that are not received within thirty (30) days of the meeting (no later than March 8<sup>th</sup>, 2020) will not be reimbursed.



Silicon Valley  
Policy Roundtable  
February 5-7, 2020  
San Francisco, CA

**★REIMBURSEMENT FORM★**

**Due by: March 8, 2020**

PLEASE NOTE: Please complete all fields; we cannot process forms that do not contain complete information. **Copies of receipts are required. NLC does not offer per diem reimbursements for meetings.**

Name of Traveler:

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Organization:

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Mailing Address: Home  Work

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone No.:

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Email:

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Check payable to:

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*Please itemize expenses on the second page of this form.*

I certify that I have not received reimbursement from another source(s) for any expenses claimed. In the event payment is received from another source(s) for any portion of the expenses claimed, I assume responsibility for repaying the National League of Cities in full for those expenses.

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**Traveler's Name (printed)**                      **Traveler's Signature**                      **Date**

**ITEMIZED EXPENSES**

DATE	DESCRIPTION	AMOUNT

TOTAL AMOUNT OF REQUESTED REIMBURSEMENT: \$ \_\_\_\_\_

**EMAIL THIS FORM AND COPIES OF RECEIPTS TO:**

Carlin Daharsh  
National League of Cities  
202-626-3075  
[daharsh@nlc.org](mailto:daharsh@nlc.org)