



**CITY LEADERSHIP TO PROMOTE BLACK MALE
ACHIEVEMENT TECHNICAL ASSISTANCE CROSS-
SITE CONVENING
OCTOBER 14-16, 2015
PORTLAND, ORE.**

Travel and Logistics Information

The National League of Cities is providing financial support to cover your travel expenses (airfare and accommodations) for the *City Leadership to Promote Black Male Achievement Technical Assistance Cross-Site Convening* in Portland, Ore. Please find below pertinent information to assist you in planning for the convening. If you have any questions, please call or email Timothy Evans at (202) 626-3014 or evans@nlc.org respectively.

Registration Information

Please complete the online registration form by **Friday, September 4, 2015**, to attend this meeting. Please use the following link <http://tinyurl.com/NLCBMA2015>.

Hotel Reservations

We will send out the link and phone number to reserve your hotel soon. NLC will reimburse your room rate and taxes for Wednesday, October 14 and Thursday, October 15. The meeting will end by 12pm **PST** Friday, October 16, which should provide the opportunity for you to return home without staying an additional night. You will need prior approval from NLC to be reimbursed for any additional nights. All members will need to provide a major credit card to guarantee incidentals at the time of your arrival. Incidental charges include telephone charges, room service, movies, etc.

Flight Arrangements

All members are requested to book their own flight or train and submit the receipt with other reimbursements. Trains and airfares must be coach only; if possible, discount fares should be secured. NLC will reimburse your airfare up to \$500. Any airfare over \$500 will need prior approval from NLC. The meeting ends Friday, October 16th at 12pm **PST**. Please do not book your return travel until 2pm **PST** to allow you to stay for the entire meeting.

Reimbursement

Please complete the Reimbursement Form to obtain payment for your allowable travel costs. The NLC Reimbursement Form will be provided at the meeting. Each person should submit individual forms to NLC. NLC will need all original receipts for meals, airline, car mileage, or rail tickets, etc. All receipts must be taped to an 8.5x11 sheet of white paper along with the name, address, and phone number of the person to be reimbursed.

Always obtain receipts. Original receipts are required under NLC's accounting procedures. Expenses in excess of \$10.00 **that do not have a receipt** can only be reimbursed at a \$10.00 limit, including tax and gratuity.

NLC will pay or reimburse you for the following:

- Airfare or train (coach only) and hotel, plus tax for **Wednesday, October 14 and Thursday, October 15, 2015.** NLC will not reimburse any additional nights without prior approval.
- Baggage fees up to \$25 (*each way*).
- Taxi rides and private vehicle mileage roundtrip to airport and to hotel.
- Meals not provided by NLC meeting group. The maximum amount reimbursable for breakfast and lunch is \$10.00, and dinner is \$35.00. *When a meal is provided as part of the agenda, NLC cannot reimburse you for this meal should you choose not to participate as a part of the group.*

For this meeting, the following meals will be provided:

Wednesday, October 14	Welcome Dinner
Thursday, October 15	Full breakfast, mid-day refreshment, lunch and afternoon break.
Friday, October 16	Full breakfast, box lunch, and meeting adjourns at 12:00pm



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Non-reimbursable expenses

- Travel other than coach or super-saver type fares.
- Telephone and fax charges.
- All internet charges.
- Personal meal receipts will not be accepted during NLC meal functions.
- Alcoholic beverages.
- Flight, luggage, and related travel insurance fees.
- 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.

Processing reimbursement normally takes three to four weeks from receipt of the reimbursement package. Any requests that are not received **within thirty (30) days (no later than Friday, November 13, 2015)** will not be reimbursed.