

## More Than Skin Deep Meeting Travel Reimbursement Guidelines

The following guidelines are provided to assist you in planning your scholarship-supported travel and completing the reimbursement form for the More Than Skin Deep (MTSD) meeting. Receipts are required for all reimbursable expenses. To receive reimbursement, the MTSD team must receive your expense report within thirty (30) days of the completion of the event – October 22, 2019. NO EXCEPTIONS. If you have any questions, please contact [info@eczemapfdd.org](mailto:info@eczemapfdd.org).



### INDIVIDUAL AND FAMILY TRAVEL

Scholarships provide support for one meeting participant's transportation/meal expenses and one hotel room per family. The only exception to this policy is for invited panelists who are under age 18 traveling with a parent or adult guardian. All available scholarships have been awarded; we are unable to support additional participants at this time.

### TRANSPORTATION

Air and rail travel must have been booked directly through the PFDD meeting's travel service, American Express Global Business Travel by August 28. These flight and rail travel fares have been billed directly to the MTSD team.

The following additional transportation expenses will be reimbursed:

- Airport parking: Please use economy lots where available. The maximum reimbursable amount for airport parking is \$50.
- Local transportation: You may use a taxi or rideshare service (Uber, Lyft) or public transportation (Metro) to travel from DC-area airport to the MTSD meeting hotel. The maximum reimbursable amount for travel between the hotel and airport is \$50 each way.

The following expenses will not be reimbursed:

- Checked baggage fees for more than one piece of baggage
- Flight upgrades or upgraded seat assignments
- Lounge access
- In-flight purchases (WIFI, food and beverage)

### **If you are driving a personal car to attend the meeting:**

If you use your personal vehicle to travel over fifty (50) miles each way to the airport or the event itself, mileage will be reimbursed at the standard IRS rate. Mileage expenses may not exceed the lowest available airfare between city of departure and destination. As your receipt, please submit a map that shows total miles travelled. The Marriott Hotel & Conference Center provides free parking.

The following expenses will be reimbursed:

- Roundtrip mileage: the 2019 mileage rate is 58 cents per mile.
- Tolls

The following expenses will not be reimbursed:

- Gas
- Rental cars

## LODGING

Charges for overnight accommodations at the Marriott Hotel & Conference Center will be billed directly to MTSD for guests who provided us with their arrival and departure dates by August 28, 2019. If you registered after this date or if you chose to stay at another hotel or to book through another service, those charges will not be reimbursed.

Upon check-in at the Marriott you will be asked to provide a credit card to cover incidental expenses. In-room charges such as phone calls, movies, snacks and room service will not be reimbursed.

## MEALS

During the event, MTSD will provide breakfast and lunch on Monday. When group meals are provided, MTSD does not reimburse for personal meals.

For meals not provided by MTSD, participants traveling to the meeting from outside the greater D.C. area may be reimbursed up to the following amounts (excluding tax and gratuity) for meals on Sunday and Monday (dinner only):

- Breakfast: \$10.00
- Lunch: \$15.00
- Dinner: \$25.00

MTSD does not reimburse for alcoholic beverages.

## TIPPING

Meals and Taxis: MTSD will reimburse gratuity for meals and taxis (with receipts) between 15-20%.

Hotel Staff: MTSD strongly encourages participants to tip hotel service personnel, such as porters, valets, and housekeepers. However, MTSD does not reimburse such expenses.

## REIMBURSEMENT

We have structured our travel guidelines to minimize your out-of-pocket expenses. Reimbursement for expenses incurred will reach you within 6 weeks of the date we receive your receipts and expense reports. You will be able to elect immediate payment via a gift card when you submit your documentation.

## OTHER QUESTIONS?

Contact [info@eczemapfdd.org](mailto:info@eczemapfdd.org)

## MORE THAN SKIN DEEP IS AN INITIATIVE OF THESE COLLABORATING ORGANIZATIONS:

