NRMN-CAN Travel Policy

The following travel policy outlines the guidelines for travel planning and reimbursement related to NRMN-CAN events and activities and reflects NIH federal and institutional guidelines for reimbursement.

Overview of NRMN-CAN Travel

NRMN-CAN Workshops and Conferences are held at the Big Ten Conference Center, conveniently located near O’Hare Airport, in Rosemont’s MB Financial Park, a large entertainment and dining complex.

Location:  Big Ten Conference Center, 5440 Park Place, Rosemont, IL 60018

Hotel Accommodations:  Aloft Hotel Chicago O’Hare, 9700 Balmoral Avenue, Rosemont, IL, 60018. The hotel is conveniently located adjacent to the conference center. Once your attendance is confirmed, NRMN-CAN will book your hotel room for you.

For those driving:  Parking is available at the MB Financial Park garage at a reduced rate of $7.50 per day. Validation is required from the Big Ten security desk prior to departure. Save your ticket upon leaving the garage as your receipt.

For those flying:  Please use O’Hare Airport to fly to Chicago. The Aloft Hotel provides a free 24 hour shuttle bus from the airport. Only non-refundable, economy class airfare is reimbursable.

Public Transportation:  MB Financial Park is close to several public transportation options and is serviced by a free shuttle bus. More information:  http://www.rosemont.com/mbfinancialpark/parking-directions/parking-directions/

NRMN-CAN Travel Reimbursement process:

- Travelers must submit scanned PDFs of all receipts, along with their Travel Reimbursement Form by email to the NRMN-CAN Program Administrator within 3 weeks of travel. Travel expense receipts received outside the specified time period for submission will not be reimbursed.

- Itemized receipts showing expenses and proof of payment type are required for all expenses. Note: credit card statements may not be submitted in lieu of receipts and we do not issue per diem allowances.

- When requesting reimbursement for personal car mileage, the traveler must provide a Google or Mapquest map (PDF) showing the point of origin, destination (Aloft Hotel Rosemont), and total number of miles traveled for the entire trip as a receipt. Personal auto travelers will be reimbursed at the Federal Government’s prevailing rate per mile as documented by the U.S. General Services Administration: http://www.gsa.gov/portal/content/104877.

- If traveler is not departing from and returning to the same location, the traveler must contact NRMN-CAN before booking travel and provide a sample itinerary showing the fare for a round-trip ticket from and returning to the same destination. NRMN-CAN will reimburse the cost of the round-trip ticket, or the cost of the less expensive itinerary.

- University of Chicago employees should submit receipts via GEMS for the approval and account allocation of the NRMN-CAN administrator.

- Participants are expected to attend the entire NRMN-CAN conference or workshop unless other arrangements are pre-approved.

- Travelers are expected to use the least expensive mode of transportation available.
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Complete NRMN-CAN Travel Policy by category:

1. Transportation

Guidelines by Type of Transportation

Air travel:
- For NRMN-CAN events, meetings and conferences held at the Big Ten Conference Center, use O’Hare Airport to fly into Chicago.
- Traveler must purchase non-refundable, coach class airline tickets.
- Traveler must book travel as soon as possible to secure the best fares and itineraries.
- Airline tickets costing in excess of $500 require advanced approval.
- Routing of travel must conform with Federal Travel Regulations (see FTR 301-10.8 --summarized below).
- Usually traveled route. All travel shall be by a usually traveled route. Travel by other routes may be allowed when necessity is satisfactorily established. When a person for his or her own convenience, travels by an indirect route or interrupts travel by a direct route, the extra expense shall be borne by the traveler.
- Timeliness must be considered in scheduling air travel. Ticket requests should be made at least one week in advance of trip departure date, unless otherwise approved.

Ground Transportation:
- For transportation from O’Hare Airport, the Aloft Hotel provides a free 24 hour shuttle bus from the airport which runs every 30 minutes. Travelers from O’Hare are expected to use the shuttle unless given approval otherwise.
- Travelers may rent a car to their destination when driving is more convenient and less expensive than airline or rail travel, or it is necessary to transport equipment or materials.
- Use of a private sedan or car service will be reimbursed only if the cost is less than other available modes of transportation or if a valid business reason precludes the use of a more economical mode of transportation.
- The most economical mode of transportation should be used to and from air, bus and rail terminals.
- Use of a limousine is not a reimbursable expense.
- Taxis providing ground transportation to/from airport, train station, or location of the event or lodging are reimbursable.
- Ground transportation expenses over $75 require pre-approval.
- Rental insurance is not reimbursable.
- Personal automobiles are permitted when the cost is less than or equal to coach class air travel (using the 21 day advance fare air ticket pricing) or rail travel.
- Travelers are responsible for the following costs that may be incurred during business travel:
  - Car repairs
  - Parking or driving violation tickets
  - Fines
  - Damage to personal vehicle
  - Theft of personal vehicle/ vehicle contents, and
  - Rental car costs during repair of personal vehicle.
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2. Lodging

- NRMN-CAN will typically provide pre-paid hotel accommodations for program conferences, meetings, or workshops at the Aloft Hotel, adjacent to the Big Ten Conference Center. Guest will be responsible for incidental hotel expenses.
- When traveling for a conference, meeting or workshop sponsored by NRMN-CAN it is required that travelers stay at the NRMN-CAN designated hotel hosting the conference.
- When NRMN-CAN is not pre-arranging a room-block at a specific hotel, travelers should book standard room accommodations at non-luxury/moderately priced hotels using GSA per diem rates as a guide.
- If unable to attend a meeting or conference, 48 hour notice is required to cancel your hotel room. Please contact the NRMN-CAN administrator as well as the Aloft Hotel directly (if less than 3 days from the conference) to cancel your registration.

3. Meals/Incidentals

- Additional meals beyond those provided during NRMN-CAN sponsored events are not reimbursable.
- Itemized receipts are required for all expenses (we do not issue per diem travel allowances).
- For maximum allowances for meal expenditures by meal see the GSA website.
- In no instance may alcoholic beverages be charged to NRMN-CAN activities or travel meals funded through federal grants or contracts, either directly or indirectly.

Incidental travel expenses that are necessary, customary and reasonable are reimbursable. The following list outlines incidental expenses that are reimbursable versus not reimbursable.

Reimbursable Necessary and Customary Incidental Travel Expenses:
- Baggage fees for handling/storage
- Gasoline for rental cars
- Gratuities: Travelers will be reimbursed for reasonable gratuities. Gratuities for meals are part of the meal expense. All other tips should be identified as “tips” on the employee reimbursement request.

Non Reimbursable Incidental Travel Expenses:
- Airline Club Membership dues
- Auto repairs
- Baggage and/or trip insurance
- Incidental purchases at hotel
- Barbers and hairdressers
- Child care services
- Clothing/toiletry items
- Credit card annual fees, delinquency fees, or finance charges
- Frequent flyer tickets
- Hotel safety deposit box (safe)
- Insurance-rental vehicle for domestic travel
- Loss or theft of personal funds or property
- Lost baggage
- Luggage or briefcases
- Massages/saunas
- Medical expenses while traveling
- Membership fees for any travel/cost-reduction programs
- Mileage for rental cars
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- Movies/video games/No-show charges for hotel, car or restaurant services
- Over-the-counter medication
- Parking ticket and traffic violations
- Personal automobile routine maintenance
- Personal entertainment
- Personal property insurance
- Reading materials (magazines, books, newspapers, etc.)
- Shoeshine
- Souvenirs or personal gifts
- Spouse/dependent travel
- Travel insurance
- Vacation: expenses related to personal days before, during or after an Alliance-related trip
- Any other expense not listed in this document.

Summary
The NRMN-CAN Program reimburses individuals for travel costs related to invited activities, meetings and conferences of the program. Funds for reimbursement are afforded through a grant from the NIH. The budget for the federal award provides approved allocations for award-specific, travel related expenditures. Attention to travel and reimbursement policies as published by the U.S. General Services Administration and the National Institutes of Health has been noted and/or incorporated.

References:
See NIH travel policy manual for parameters of:
Chapter 3 – Transportation https://oma1.od.nih.gov/manualchapters/management/1500/
Chapter 4 – Lodging/Per Diem: https://oma1.od.nih.gov/manualchapters/management/1500/
Per diem rates recognized by NIH as established by Administrator of GSA (U.S. General Services Administration): http://www.gsa.gov/portal/content/104877

Locations
The Big Ten Conference Center is located at 5440 Park Place, Rosemont, IL 60018.
Phone: (847) 696-1010

Aloft Chicago O’Hare, is located at 9700 Balmoral Avenue, Rosemont, IL, 60018
Phone: 847-671-4444

Parking for the hotel and conference center can be found in the MB Financial Park Garage:
http://www.rosemont.com/mbfinancialpark/parking-directions/parking-directions/