

# CALGB TRAVEL REIMBURSEMENT POLICIES for SURGERY COMMITTEE ACTIVITIES

\*\*\*\*Revised January 2008\*\*\*\*

## NEW TRAVEL PROGRAM FOR SURGEONS

Eligible meetings include the following:

Committee Meetings (March and September): Surgery Subcommittee meetings

Group Meetings (Summer and November): Surgery Committee and Surgery Subcommittees

*For Committee (Core) Meetings*, the CALGB Central Office covers the cost of eligible travel expenses for committee members, patient advocates, invited speakers, and other designated guests. Examples of covered expenses include transportation, hotel, and meal costs excluding alcohol, except when CALGB provides a meal.

*For Group Meetings*, the Surgery Travel Fund from Dr Leslie Kohman's office (Linda Veit) covers cadre members of the Surgery Committee, invited Surgeons and other designated guests. They are eligible for partial reimbursement of travel expenses, up to \$750.\*Expenses are limited to transportation, lodging, and meeting registration fees. No meal expenses will be reimbursed. The Central Office covers all eligible travel expenses for Surgery Committee Chair and Vice-Chair, and Surgery Subcommittee Chairs/Vice-Chairs/Co-Chairs, provided the committees meet.

**\*Surgeons must sign an attendance sheet at the Surgery Committee AND their respective Surgery Subcommittee meeting in order to receive travel reimbursement.**

**\*A list of approved travelers and their funding source can be found on the CALGB website under the travel program for surgeons.**

## NEW TRAVEL PROGRAM FOR SURGICAL CRAs

The Surgery Travel Fund from Dr Kohman's office (Linda Veit) will continue to offer partial support of travel expenses incurred by surgical CRAs who attend the Surgical CRA workshop at CALGB Group Meetings. Institutions that have any accrual during the specified accrual period to designated SIP studies, may send one (1) Surgical CRA per institution. Eligible expenses will be reimbursed up to \$750.00. Expenses are limited to transportation, lodging, and meeting registration fee. No meal costs will be reimbursed.

Notices regarding reimbursement procedure and designated SIP studies are sent to Surgical Coordinators and Surgical CRAs prior to Group Meetings.

**\*CRAs must sign an attendance sheet at the Surgery Committee AND the CRA Workshop for Surgical Protocols in order to receive travel reimbursement.**

## TRAVEL PROGRAM FOR SURGICAL RESIDENTS

The CALGB Central Office (CALGB Foundation) supports travel expenses incurred by surgical residents who attend the CALGB Group Meetings. Eligible expenses will be reimbursed, for one resident per institution. If a second resident from the same institution attends, expenses are limited to \$750.00 and will be covered from the Surgery Committee funds, with prior approval from Surgery Committee Chair

Surgical Residents who attend CALGB Group Meetings will be introduced to CALGB research programs and will have an opportunity to meet many leaders in cancer clinical investigation who work at CALGB institutions.

Notices regarding availability of funds for resident travel are sent to Surgical Coordinators prior to Group Meetings.

*See Travel Reimbursement Instructions on the next page.*

# **CALGB TRAVEL REIMBURSEMENT INSTRUCTIONS for SURGERY COMMITTEE ACTIVITIES**

\*\*\*\*June 2008\*\*\*\*

## **For CALGB Central Office Funded Travelers:**

*\*Requests for Reimbursement must be submitted within 30 days of the meeting.*

**\*Obtain the “Instructions for Filling out the CALGB/University of Chicago Travel Expense Voucher On-Line”** at the Surgery Committee meetings or at the CALGB Registration Desk at CALGB Group meetings. These instructions and the link to the on-line form are also available at the CALGB website at: <http://www.calgb.org/Public/meetings/meetings.php>

**\*An attendance sheet must be signed at the Surgery Committee AND Surgery Subcommittee meetings (surgeons) or CRA Workshop for Surgical Protocols (CRAs) in order to receive travel reimbursement.**

**\* The following travel expenses will be reimbursed up to maximum total (if any) as specified in the “Travel Reimbursement Policies for CALGB Surgery Activities” on the previous page.**

**Airfare:** Documentation must provide the ticket number and proof of payment information (i.e, must show a zero balance due). If you only have an itinerary without proof of payment, please send in addition a copy of your credit card statement or cancelled check. Coach class, made in advance to take advantage of the lower airfares will be reimbursed. First class tickets will not be covered. Tickets must be booked on a US flag-carrying airline in order for expenses to be reimbursable from federal grants.

**Transportation:** Standard coach class train ticket and airport shuttle expenses are permissible. Maximum allowable cab fare will be published in the specific meeting announcement. Expenses for rental cars/limousines will be reimbursed only up to the cost of the round-trip airport shuttle or maximum cab fare, as described by CALGB in the meeting announcement.

**Hotel:** Single room group hotel rate plus taxes. All ancillaries (e.g., movies, health club, etc.) will not be covered.

**Mileage:** Mileage reimbursement is provided at 50.5¢ per mile for use of a personal vehicle as of 1/1/08. Please include a Mapquest or Google printout as documentation of requested mileage.

**Meals:** The cost of meals taken elsewhere when CALGB has a meal function posted on meeting schedule will not be covered. Please see “Notes Regarding Travel Expenses” for additional meal information.

**Registration Fee:** Include receipt for conference registration, regardless of amount.

**Reimbursable Incidentals:** Tips, tolls, parking fees, business phone calls, telegrams, copies, faxes, postage & mailing only if related to CALGB Business.

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Original receipts are required for expenditures of \$75 or more.

Always include home address.

**Be sure to print off and sign the reimbursement form, and send the form to the CALGB Central Office along with original receipts. Please send all materials to:**

Kathy Barnett, Accounting Assistant  
CALGB Central Office  
230 W. Monroe Street, Suite 2050  
Chicago, IL 60606-4703  
(773)702-9775 kbarnett@calgb.org

*See Travel Reimbursement Policies on the previous page.*

# **CALGB TRAVEL REIMBURSEMENT INSTRUCTIONS**

## **for SURGERY COMMITTEE ACTIVITIES**

\*\*\*\*Revised January 2008\*\*\*\*

### **For Surgery Travelers Funded from Dr Leslie Kohman's Office (Linda Veit)**

**\*\*Requests for Reimbursement must be submitted within 30 days of the meeting\*\***  
**\*\*NO EXCEPTIONS or you will NOT be reimbursed\*\***

**\*Obtain the "SUNY Research Travel Request Payment Form"** at the Surgery Committee meetings, at the CALGB Registration Desk at CALGB Group meetings, on the CALGB Website under the Travel Section, or from Linda Veit (315)464-6303 (veitL@upstate.edu).

**\*An attendance sheet must be signed at the Surgery Committee AND Surgery Subcommittee meetings (surgeons) or CRA Workshop for Surgical Protocols (CRAs) in order to receive travel reimbursement.**

- **The following travel expenses will be reimbursed up to \$750.00 as specified in the "Travel Reimbursement Policies for CALGB Surgery Activities" on the previous page.**

**Airfare:** Documentation must provide proof of payment information (i.e, must show a zero balance due). You must include the ORIGINAL Boarding pass and ORIGINAL receipt. Coach class, made in advance to take advantage of the lower airfares will be reimbursed. First class tickets will not be covered. Tickets must be booked on a US flag-carrying airline in order for expenses to be reimbursable from federal grants.

**Transportation:** Standard coach class train ticket and airport shuttle expenses are permissible. Maximum allowable cab fare will be published in the specific meeting announcement. Expenses for rental cars/limousines will be reimbursed only up to the cost of the round-trip airport shuttle or maximum cab fare, as described by CALGB in the meeting announcement. Include **ORIGINAL** receipts.

**Hotel:** Single room group hotel rate plus taxes. All ancillaries (e.g., movies, health club, room service, etc.) will not be covered.

**Mileage:** Mileage reimbursement is provided at 50.5¢ per mile for use of a personal vehicle as of 1/1/08. A separate form, Statement of Automobile Expense, must be completed. This can be found on the CALGB website under the travel section.

**Registration Fee:** Include receipt for conference registration  
Original receipts are required for ALL expenditures.  
Always include home address.

**Be sure to print off and sign the reimbursement form, and send the form to Linda Veit in Dr Kohman's office along with ORIGINAL receipts. Please send all materials to:**

*Linda Veit  
CALGB Surgery Committee Administrator  
Room 8140, Surgery Department  
SUNY Upstate Medical University  
750 E. Adams Street  
Syracuse, NY 31215  
(315) 464-6303 veitl@upstate.edu*