



Cancer and Leukemia Group B  
Central Office of the Chairman  
230 W. Monroe Street, Suite 2050  
Chicago, IL 60606  
TEL (773) 702-9171  
FAX (312) 345-0117

Richard L. Schilsky, M.D.  
Chairman

**FROM: Mary A. Sherrell, MA, Chief Financial Officer  
(773)702-9856, msherrel@uchicago.edu**

**RE: TRAVEL EXPENSE REIMBURSEMENT POLICIES  
— OR —  
ANSWERS TO THE FREQUENTLY ASKED QUESTION  
“WHAT IS COVERED BY CALGB?”**

The CALGB meeting schedule is as follows:

**February or March:** Committee Meetings  
**June or July:** Group Meeting  
**September:** Committee Meetings  
**November:** Group Meeting

## **COMMITTEE MEETINGS—FEBRUARY OR MARCH & SEPTEMBER\***

The Central Office covers the cost of Committee Meeting travel expenses for committee members, patient advocates, invited speakers, and other designated guests. Examples of covered expenses include transportation, hotel, meal costs excluding alcohol.

### ***Exceptions:***

If you are a member of the CALGB Statistical or Data Operations Center staff, you must submit your travel expenses to the Statistical Center for reimbursement.

- Statistical Center (Duke University) – Stephen George, Ph.D. Tel: 919-681-5001

## **GROUP MEETINGS—JUNE OR JULY & NOVEMBER\***

The Central Office covers Group Meeting travel expenses (transportation, hotel, meal costs excluding alcohol, registration fee) for all CALGB Disease, Modality, and Administrative Committee and Working Group Chairs, Vice-Chairs, Subcommittee Chairs, Coordinating/Steering Committee members, and patient advocates, providing the committees meet.

Because federal funding for travel to our meetings is limited, we rely on institutions to bear the costs of sending CALGB participants/members to the Group Meetings. Committee Chairs may request support for travel and lecture fees of non-CALGB speakers at Group Meeting Committee sessions. Lecture fees are limited to a maximum of \$750 (maximum for University of Chicago speakers is \$300).

There are some exceptions to this policy and we will notify directly those who are eligible for special travel support available in the Central Office grant, e.g., Veterans Administration/Military Treatment Facility (VA/MTF) Initiative, Minority Initiative Program (MIP), Main Member Travel Funds, CRA Workshop Funds, etc.

### **\* IMPORTANT—The CALGB will not reimburse the following:**

- Travel that is booked less than 7 days prior to departure often resulting in premium pricing in addition to the unavailability of the discounted class of service.
- Purchase of first-class tickets or the costs of travel by private plane.
- Last-minute changes in travel itinerary, which add a \$100 change fee plus the difference in the cost of the new ticket. *Surcharges will be at the expense of your institution.*
- Legs of trips that are not CALGB-related business will not be covered.
- In order to be reimbursed from CALGB federal grant funds, your airline tickets must be booked on a US-flag carrying airline.
- CALGB strongly encourages travelers to secure reservations through Travelink. CALGB cannot guarantee reimbursement of travel expenses if this agency is not used.
- The Central Office will not cover the costs of meals taken elsewhere when CALGB has a meal function posted on the schedule, e.g., during the Committee Meetings or Group Meeting Reception. Alcoholic beverages are not reimbursed.
- Expenses for rental cars 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.