

Travel Directions

PLEASE READ CAREFULLY, THERE ARE CHANGES IN PROCEDURES AND REIMBURSEMENTS FROM PRIOR CONVENINGS

Deadlines

- ☐ **December 12th** Registration Submitted
- ☐ **February 27th** Travel receipts due to CEEDAR travel team

Step 1. Register

Go to [registration page](#) and register for the convening. Registration must be completed by Friday, December 12th.

Step 2. Arrange Flight with CEEDAR Staff

Airfare Information

All flights will be selected and booked (after your approval) by the Convening Travel Team:

- Once we receive your registration, the Convening Travel Team will use the information you provide to research an economical flight in our travel system. Whenever possible, we will honor your airline preference providing it is no more than \$50 higher than the most economical option.
- Next, we will send you an email with a screenshot of the detailed itinerary. Since the meeting starts Tuesday, February 10th at 3:00 pm, we will select flights that **arrive no later than 1:30 pm**. The meeting ends on Thursday, February 12th at 2:00 pm, so we will select departures **after 4:30 pm**. After you've reviewed the itinerary, please reply back with approval so we can book the flight.
- Once we purchase your flight, you will receive the itinerary confirmation via email. **You have 24 hours from the time of the ticket purchase to review and notify us of any needed changes.** We cannot make changes after that time. **Please note that we cannot pay for seat upgrades or travel insurance.** TSA and frequent flyer numbers are requested with your registration.

We understand that we are booking tickets weeks prior to the convening and that life situations may arise causing you to cancel your attendance. If you are unable to attend the convening, yet your ticket has already been paid for, **it is not possible to transfer plane tickets or get a refund.** Instead, airlines offer credits, but only to the ticketed passenger. Because of this, **you will be responsible for reimbursing CEEDAR for the amount of the ticket if you cannot attend.** This will allow you to use it for other travel at a later date. **Note: Please do not ask us to book travel until you have approval from your institution/agency, if approval is necessary.**

Other Travel Information

Transportation

CEEDAR can only reimburse transportation between the airport and the hotel in New Orleans for arrival and departure. Additional outings while in New Orleans will be at your expense.

- If choosing Uber or Lyft, please consider sharing a ride with a colleague, when possible. We cannot reimburse the fee charged by a ride-sharing service for making reservations in advance.
- **Note: CEEDAR can no longer reimburse map mileage to/from your home airport or reimburse for a ride share unless you live more than 50 miles away.** Please consider carpooling to the airport or getting a ride from a friend/family member.

Hotel Information

The convening will be held at the Sheraton New Orleans. CEEDAR will take care of your reservation and payment. **Please do not call the hotel directly with questions.** If you have questions, special accommodations, or are planning to personally extend your stay at the hotel in New Orleans, email our CEEDAR travel team: ccsctravel@coe.ufl.edu

Step 3. Submit Documentation for Reimbursements

Reimbursement After Travel

All travel receipts must be submitted to the travel team no later than Friday, February 27th.

Receipts are required for:

- Uber, Lyft, Taxi (20% tip can be added pre-tax per trip)
 - o Note: Rideshare receipts must include the map
- Parking (please select the least expensive parking option)
- Airline baggage fees

Receipts are NOT required for:

- Meals
- Tips
- Portage or Baggage. You can give taxi driver or hotel bellman \$1 per bag to help you (max 3 bags).
- Mileage. IF APPLICABLE (more than 50 miles from the airport), Reimbursement is .445 cents per mile. Miles are computed from your home or work address to the airport and back.

Meals

For meals, you will receive \$36/day for the following:

Breakfast, \$6 (if leaving home prior to 6:00 am)

Lunch, \$11

Dinner, \$19 (if returning home after 8:00 pm)

For example, if you get home at 6:00 pm, you will only receive \$17 for that day (\$6 Breakfast, \$11 Lunch).

If the convening provides any meals, you will not be reimbursed for those – even if you don't attend the meals.

You can submit your receipts via the email below following the convening. CEEDAR will be processing travel reimbursement for nearly 300 participants. We will work through these as quickly as possible. We appreciate your patience.

Questions?

CEEDAR Travel Team

ccsctravel@coe.ufl.edu

352-273-4256