2020 Inhibitor Summit Reimbursement Guidelines

NHF will provide reimbursement for travel-related expenses incurred while you are traveling to the Inhibitor Summit in Denver.

IF YOU ARE FLYING TO THE INHIBITOR SUMMITS

Note: flights must be booked through NHF’s travel website, Etagia. Flights booked or adjusted through other means (directly through the airline or other travel agencies) will not be reimbursed.

Transportation to/from your home to the airport:
- If you are driving your own vehicle from your home to the airport:
  - Mileage to and from your home to the airport. A printed map showing the exact, direct route you took from your home to the airport and the total miles driven must be provided by the reimbursement deadline. If you do not provide a map for the route your reimbursement will be denied. Mileage will be reimbursed at the government rate of 57.5 cents per mile.
  - NHF does not reimburse for gas
    - Tolls and bridge fees, if applicable, will be reimbursed, but a receipt must be provided by the reimbursement deadline.
    - Parking at the airport (receipt required) from Friday, November 20 to Sunday, November 22. Parking outside of those dates will not be reimbursed.
- If you are taking a taxi/Uber/Lyft:
  - You may only take a taxi/Uber/Lyft from the following locations:
    - November 20 - from your home to your home airport/ from the summit airport to the summit hotel
    - November 22 - from the summit hotel to the summit airport/ from your home airport to home
  - NHF will reimburse up to $150 roundtrip per family for ground transportation between the Denver summit airport and hotel venue upon arrival and departure at the Summits. Itemized receipts must be provided listing the date, pick-up and drop off locations of the car ride share service or taxi. Taking ground transportation outside the approved travel dates and locations will not be reimbursed.
  - NOTE: NHF will NOT reimburse for black car services, limo services, Uber XL and/or Black Cars (“Luxury”) vehicles, etc. The only exception for Uber XL is for families larger than 4.

Checked baggage:
- Fee to check baggage 1 bag per person, receipts for each piece of baggage are required.
- NOTE: Baggage claim stickers are not receipts and will not be accepted.

Meals while traveling:
- Meals while traveling on Friday, November 20 or Sunday, November 22 only
- Up to $25 per person, per day (on Friday and Sunday only). While at the Summit, you must attend all group meals. All other meals and snacks will not be reimbursed.
- You must submit an itemized receipt for each meal. Credit card receipts or receipts that don’t itemize what was purchased will not be accepted. Alcohol will not be reimbursed under any circumstances.
- Please note, Red Bull and energy drinks are NOT reimbursable. All energy drink purchases will be denied reimbursement.

IF YOU ARE DRIVING YOUR OWN VEHICLE TO THE INHIBITOR SUMMITS

Note: if you are driving to the Inhibitor Summit, this must be pre-approved by NHF’s Education team. If it isn’t approved via written confirmation from an NHF staff member following your confirmation call, you won’t be reimbursed.

Transportation to/from your home to the Summit:
- Mileage to and from your home directly to the Summit hotel. A printed map showing the exact, direct route you took from your home to the airport and the total miles driven must be provided by the reimbursement deadline.
  - Mileage will be reimbursed at the government rate of 57.5 cents per mile up to $450.00 per person that was approved to drive with you to the Inhibitor Summit. Please note children under the age of two are not eligible to reimbursed.
  - NHF does not reimburse for gas
    - Tolls and bridge fees, if applicable, will be reimbursed, but a receipt must be provided by the reimbursement deadline.
    - Parking at the hotel (receipt required) from Friday, November 20 to Sunday, November 22. Parking outside of those dates will not be reimbursed.

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PLEASE NOTE:

Due to the extenuating circumstances (COVID-19), trip extensions will **no longer be allowed**. ALL families **must** travel on the approved travel dates, Friday, November 20 and Sunday, November 22.

You will only receive a reimbursement form if each person in your family over the age of 13 completes an evaluation form and provides it to NHF staff by Sunday morning, at 12pm EST. Families that turn in their evaluation form after this time will **not** receive a reimbursement form.

The deadline to submit your reimbursement is **December 7, 2020 at 12pm EST**. Please note reimbursements that are submitted after the deadline will not be accepted. No exceptions will be made.

Original detailed receipts for each expense (readable photos or printed directions for mileage reimbursement) must be provided with your reimbursement form.

Acceptable:

Unacceptable: