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, Egencia. 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, May 29 to Sunday, May 31. 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:
    - May 29 - from your home to your home airport/ from the summit airport to the summit hotel
    - May 31 - 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 baggage1 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, May 29 or Sunday, May 31 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, May 29 to Sunday, May 31. Parking outside of those dates will not be reimbursed.

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- Meals while traveling on Friday, May 29 or Sunday, May 31 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 DECIDE TO EXTEND YOUR TRIP (DRIVING OR FLYING):
Note: Whether you drive or fly to the Summits, if you decide to arrive earlier or depart later than the Friday or Sunday of the Summit, all food and ground transportation arrangements and expenses are your responsibility. NHF will not reimburse you for food or ground transportation before Friday May 29 or after Sunday, May 31.

The ONLY way to get reimbursed this year is to travel on BOTH approved dates. If you choose even one extension, then NOTHING gets reimbursed.

That means, if you decided to extend your trip and are traveling on a day OTHER THAN Friday, May 29 and/or Sunday, May 31, you will NOT be reimbursed for the following:
- Food while traveling
- Baggage fees
- Ground transportation (includes mileage, taxi/Uber/Lyft, parking while at the airport) at any point during your trip (in your home area, the city the Inhibitor Summit is being held in, or at any point along your journey
- Any additional (expected or unexpected) costs incurred, including (but not limited to):
  - fees associated with changing your flight,
  - hotel room nights,
  - meals, etc.

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 12 p.m EST. Families that turn in their evaluation form after this time will not receive a reimbursement form.

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

Acceptable:

Unacceptable:

Please note reimbursements that are submitted after the deadline will not be accepted. No exceptions will be made.