

# CARDIOVASCULAR INNOVATIONS 2019 TRAVEL GUIDELINES



## Expense Reports

All speakers and travel award recipients must file an Expense Reimbursement Form to receive reimbursement for any expenses incurred for an educational activity. Completed expense reports and receipts must be submitted within 30 days of the completion of the activity for reimbursement.

### Reasonable expenses as listed below will be reimbursed:

- Economy class air fare
- Ground transportation (taxi/Uber/shuttle)
- Parking at home airport or at meeting hotel
- Gratuity for service

Hotel accommodation will be booked and paid for by the meeting organizers. Incidental expenses such as meals, beverages, movies, laundry service, long distance phone calls, etc. will not be reimbursed.

## Receipts

Receipts must be submitted with the expense reimbursement form to be reimbursed. Hotel bills must be itemized to show room rate, telephone, food, etc. Include tip amounts on receipts so that total is correct.

Attach all itemized receipts to this form and email to: Kelly Desatnik: [kelly.desatnik@cvinnovations.org](mailto:kelly.desatnik@cvinnovations.org)

## EXPENSE REIMBURSEMENT FORM

Name:

Make check payable to:

Address:

City, State, Zip, Country:

Phone:

### International faculty/attendees

Please check here if you are an international faculty member or international grant recipient who requires reimbursement by check before the conclusion of the meeting. Please submit this form by 11:59pm on Thursday, July 18, 2019. Checks will be available for collection at registration after 2pm on Friday, July 19, 2019.

International faculty reimbursement is capped at \$5,000 including travel and hotel accommodation.

AIR FARE			
<input type="text" value="Click or tap here to enter text."/>			<input type="text" value="\$Click or tap here to enter text."/>
<input type="text" value="Click or tap here to enter text."/>			<input type="text" value="\$Click or tap here to enter text."/>
GROUND TRANSPORTATION (taxis, shuttles, public transit, parking)			
Date:	To:	From:	
<input type="text" value="Click or tap here to enter text."/>	<input type="text" value="Click or tap here to enter text."/>	<input type="text" value="Click or tap here to enter text."/>	<input type="text" value="\$Click or tap here to enter text."/>
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MISCELLANEOUS EXPENSES (please include explanation of expense)			
<input type="text" value="Click or tap here to enter text."/>			<input type="text" value="\$Click or tap here to enter text."/>
<input type="text" value="Click or tap here to enter text."/>			<input type="text" value="\$Click or tap here to enter text."/>
<b>Total</b>			<input type="text" value="\$Click or tap here to enter text."/>