

6th Annual Heartland Conference
September 16-18, 2009
Little Rock, Arkansas
Travel Reimbursement Information

For those whose travel will be covered by the Heartland Regional Coordinating Center (Heartland or HRCC), Heartland will pay for your flight or mileage to and from the conference, lodging, and meals at the conference. Participants are asked to make their own airline reservations directly through the approved OU travel agency, Bentley Hedges travel, and their own hotel reservations by contacting The Peabody Little Rock. Detailed instructions and policies are listed on the pages that follow.

Contact:

Shona Whitehead, Program Coordinator
Heartland Genetics and Newborn Screening Collaborative
(405) 271-8001 ext 42190
Fax: (405) 271-8697
Email: shona-whitehead@ouhsc.edu

Forms:

You must have an active vendor form on file with the OUHSC. Please review the Travel Funding List to check your vendor form status. The names with the word, "Need," next to them must complete an OUHSC Individual Vendor Form if they wish to have their travel expenses covered by Heartland. The link and the instructions for the vendor form are listed below.

[Travel Funding List \(PDF\)](#)

[OUHSC Individual Vendor Form \(PDF\)](#) **

**Leave blank the "Type of Payee" and "Type of Payment"

**FAX the completed form to:

Dept Pediatrics
Attn: Shona Whitehead
(405)271-8697(fax)

****DO NOT** fax the form to the Accounts Payable (the fax number listed on the form).

[Reimbursement form \(OSF Form 3\) \(PDF\)](#)

Additionally, all reimbursements require a "Form 3." Please print three copies of this form and sign each copy on the lower left side where it says "Claimant Signature". Fax copies are not acceptable to the University.

Please mail originals to:

Shona Whitehead
Heartland Genetics and Newborn Screening Collaborative
University of Oklahoma Health Sciences Center
940 NE 13th Street, Rm 2B2418
Oklahoma City, OK 73104

For Heartland collaborative members identified on the “**Travel Funding List**,” Heartland will pay for the following:

Flying or Driving:

Heartland will pay for flights directly; however, this year, we are asking participants to make reservations directly with the OU travel agent. Flights should be made as soon as possible, due to high travel costs. **Deadline: August 26, 2009.**

Please contact:

Robert Scoles at Bentley Hedges Travel

Phone: 405-237-3333 or 800-467-7402

Email: Robert@bhtravel.com

Reference the “Heartland Meeting”

The lowest fare possible will be located. Flights over \$800 will require special approval by the Heartland Collaborative Coordinating Center.

Please let us know if you are driving rather than flying. The more cost effective means of travel is preferred. (Those from OK, who plan on driving, please contact the HRCC.)

If you are renting a car, it must be approved by the HRCC.

Lodging:

Contact The Peabody directly to reserve your room. A block of rooms has been reserved at the **The Peabody Little Rock** for Heartland, at the rate of \$109/night. These rates apply for three days prior and three days after the conference. You may make reservations on-line: www.peabodylittlerock.com or by calling (501) 906-4000 or 1-800 PEABODY and use Group Number **856687**. **Deadline: August 26, 2009.** Rooms may not be available after this date. For individuals Heartland is paying for, we will pay for two nights lodging as a direct bill to Heartland. Therefore, your only expenses from the hotel will be any incidentals. We encourage sharing a room to help with costs, but this is not required. (Please note: Little Rock residents are not eligible for lodging paid for by Heartland.)

Incidental expenses:

Conference attendees will be reimbursed based on the GSA Per Diem rate for Little Rock, AR.

Current Per Diem rates can be found at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

In order to be prudent with grant dollars, one quarter of a day's per diem is deducted for each meal included with registration. To receive the per diem, please complete a Form 3. We must have this form in order to do any type of reimbursement.

Meals:

You will receive two tickets for the breakfast upon check in. Meals during the conference include breakfast, lunch and dinner on Thursday, and breakfast and lunch on Friday. Light snacks will be provided during breaks on Thursday and Friday. We will not reimburse for meals or snacks obtained during the conference period that are beyond the meals provided.

Summary Checklist and Timelines

1. Register for conference: [Online Registration](#)
2. Am I a board member, advocate, or core work group member? If **yes**, confirm your reimbursement status on the [Travel Funding List](#).
3. Submit my vendor form (if needed) by August 15; (OUHSC Individual Vendor Form)
4. Book my flight by **August 26**.
5. Book my hotel by **August 26**.
6. Mail signed copies of my Form 3 by **August 26**. (Form 3)
7. See you in Little Rock!