

**7<sup>th</sup> Annual Heartland Conference**  
**September 22-24, 2010**  
**Des Moines, Iowa**  
**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 Embassy Suites, Des Moines. [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](mailto: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 of Genetics  
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". Do not have it notarized. Fax copies are not accepted by the University.

Please mail signed originals to:

Shona Whitehead  
Heartland Genetics and Newborn Screening Collaborative  
University of Oklahoma Health Sciences Center  
1200 N. Phillips Ave, Suite 12100  
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, we ask participants to make their own reservations directly with the OU travel agent. Flights should be made as soon as possible, due to high travel costs. **Deadline: August 30, 2010.**

Please contact:

Robert Scoles at Bentley Hedges Travel

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

Email: [Robert@bhtravel.com](mailto:Robert@bhtravel.com)

Reference the “Heartland Meeting”

Please have the following information handy when making flight arrangements:

- Name exactly as it appears on your govt. issue identification
- Date of birth
- Cell phone number, if you travel with one
- Frequent flyer number or specific seating requests

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 Embassy Suites directly to reserve your room. A block of rooms has been reserved at the **Embassy Suites Des Moines on the River** for Heartland, at the rate of \$109/night+tax. You may make reservations on-line: [Embassy Suites, Des Moines](#) or by calling 1-800-EMBASSY and use Group Name: *Heartland Genetics*. You will have to provide a credit card number to confirm your reservation. **Deadline: August 30, 2010.** Rooms may not be available after this date. Individuals for whom Heartland is paying, 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: Residents of Des Moines and the surrounding area are not eligible for lodging paid for by Heartland.)

### **Incidental expenses:**

Conference attendees will be reimbursed based on the GSA Per Diem rate for Des Moines, IA. Current Per Diem rates can be found at:

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_BASIC](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 an OSF Form 3. We must have this form in order to do any type of reimbursement.

## **Meals:**

Meals during the conference include breakfast (a complimentary breakfast is included with your hotel room), lunch and dinner on Thursday, and breakfast (complimentary) 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 Timeline**

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 20; ([OUHSC Individual Vendor Form](#))
4. Book my flight by **August 30**.
5. Book my hotel by **August 30**.
6. Mail signed originals of my Form 3 by **August 30**. ([OSF Form 3](#))
7. See you in Des Moines!