

**9<sup>th</sup> Annual Heartland Conference**  
**October 3-5, 2012**  
**St Louis, Missouri**  
**Travel 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 travel agent: Poe Travel, and their own hotel reservations by contacting the Marriott St Louis Union Station. Detailed instructions and policies are listed on the pages that follow.

**Contact:**

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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 travelers to make their own reservations directly with the ACHRI approved travel agent. Flights should be made as soon as possible, due to the short time before the start of the meeting. **Deadline: September 14, 2012.**

Please contact:

**Lacy James or Carla Landon** at Poe Travel  
Phone: 501-376-4171 or 800-727-1960  
Email: [ljames@poetravel.com](mailto:ljames@poetravel.com) or [clandon@poetravel.com](mailto:clandon@poetravel.com)  
Reference the “Heartland Collaborative”

Please have the following information handy when making flight arrangements:

- Name exactly as it appears on your govt. issued identification
- Date of birth
- Cell phone number, if you travel with one

The lowest fare possible will be located and 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.

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

### **Lodging:**

Please contact the hotel directly to reserve your room. A block of rooms has been reserved at the **Marriot St Louis Union Station** for the Heartland meeting, at the rate of \$104/night. You may make reservations by calling 1-800-410-9914 and use Group Name: *Heartland Collaborative*. You will have to provide a credit card number to confirm your reservation. **Deadline: September 14, 2012.** Rooms may not be available after this date. Individuals for whom Heartland is paying, we will pay for two nights of 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 St Louis and the immediate area are not eligible for lodging paid for by Heartland.)

### **Ground Transportation in St Louis:**

The Metro St Louis has two stations at Lambert-St Louis International Airport, both have service to the Metro Union Station stop which is ½ mile from the Marriot St Louis Union Station and will cost \$4 one-way. Please see the [Metro St Louis website](#) for more information.

### **Incidental expenses:**

Limited incidental expenses will be reimbursed and must meet [ACH Travel Reimbursement Policy](#) criteria. This includes: additional meals (not provided during the conference), airport parking or airline baggage fees. You must retain all your receipts.

### **Meals:**

Meals during the conference include: Thursday's breakfast and lunch; and Friday's breakfast and lunch. Light snacks will be provided during breaks on Thursday and Friday. Heartland 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](#) or visit [www.heartlandcollaborative.org](http://www.heartlandcollaborative.org).
2. Am I a board member or core work group member? If **yes**, confirm your reimbursement status on the Travel Funding List.
3. Book my flight and hotel by **September 14**.
4. See you in St Louis!