

Travel Reimbursement for Natural History Study Participants

****Please read this entire page carefully.**

Reimbursement for travel-related expenses is available for participants in our research study *Clinical Trial Readiness for the Dystroglycanopathies*. Total maximum reimbursement per study participant is limited to \$850.

Proper documentation and original receipts are required for reimbursement. Eligible expenses include airfare, meals, lodging, tolls, parking, cab fare, and tips. Car rental or mileage on personal vehicle is also reimbursable.

Airfare: cost of round-trip coach class ticket for the study participant (and one attendant/parent if needed) is reimbursable up to a maximum of \$750. Travelers are expected to obtain the ***lowest available fare*** that reasonably meets their travel needs.

Airfare receipt(s) must specify passenger name(s), date, destination, flight number(s), class, and payment (e.g. 'cash' or 'credit/debit card ending in 1234'). Travel itineraries or boarding passes are not considered acceptable receipts.

Mileage: if using a personal vehicle, mileage from the study participant's home to the study site (per Google maps) is reimbursable at the current IRS rate. Mileage claims may not exceed round trip coach class airfare for days of travel plus ground transportation to and from airports.

Rental Car: Reasonable rental car charges for standard/mid-size vehicles are allowed. Larger/accessible vehicles allowed as medically necessary. Rental car insurance is not reimbursable. **The final receipt given upon returning the vehicle must be submitted.** The rental agreement given at the time of rental is not sufficient. Receipts for purchases of gas for use in the rental car are allowable.

Tolls/parking/cab or train fare/tips: dated receipt(s) required or documentation of date/location/type of expense if receipt not available.

Lodging: cost of room and applicable taxes are eligible for reimbursement. Lodging must be reserved under the study participant's or parent's name. See 'Lodging' section for contracted hotel for the conference. Reimbursement for lodging at a hotel other than the contracted hotel(s) will be limited to the contracted hotel rate. **An itemized checkout folio must be provided in order for hotel expenses to be reimbursed.** For lodging purchased via internet travel sites, a receipt confirming payment must be provided (e.g. 'cash' or 'credit/debit card ending in 1234').

Meals: receipt must show name of restaurant, date, itemization of what food and drink was purchased, and method of payment (e.g. 'cash' or 'credit/debit card ending in 1234'). Alcoholic beverages are not reimbursable. Maximum meal reimbursement per person per day is \$31 (including tip). Meals, snacks, and beverages are provided on the day of the conference, and thus meal reimbursement is not available for the date of 6/22/2019.

Receipts can be submitted at the time of the study visit, or can be mailed, faxed, or scanned/emailed after the visit, but **should be submitted within 60 days of the visit. Send receipts to: Dan Benton, University of Iowa Children's Hospital, 200 Hawkins Drive; SW164-4 GH, Iowa City, IA 52242; bentond@healthcare.uiowa.edu; fax 319-467-5252.**