



Travel Arrangements and Expense Reimbursement Policy

2019 ISAPP Meeting

[Radisson Blu Hotel Antwerp](#), Belgium

May 14-16th, 2019

The information in this document provides general guidance on travel to and accommodations at the 2019 ISAPP meeting. It also provides details on expense reimbursement policy for those participants who qualify.

ISAPP will reimburse travel costs for approximately 60 participants at this meeting, which constitutes our largest single budget expense. Therefore, we only provide reimbursement for economy airfare and transport to the meeting site from the airport. ISAPP appreciates your efforts to be cost-conscious, by booking flights and accommodations in a timely manner and booking on discount airlines when available.

1. **Basic travel support:** Basic travel support is available to invitees who participate in the entire ISAPP portion of the meeting and fulfill requirements for meeting participation. Some travel expenses are not reimbursed, such as rental cars, transportation/mileage to and from your departure airport, parking at your departure airport, any additional food or drinks (including those incurred during travel), or costs related to accompanying guest's travel or meals. **Industry Advisory Committee (IAC) representatives must cover their own travel expenses and accommodations** but will not be charged for group meals or receptions.
2. **Meeting Registration:** All ISAPP meeting participants must register through the ISAPP meeting information website.
3. **Venue:** The conference hotel is the [Radisson Blu Hotel](#), Koningin Astridplein, 7 B-2018 Antwerp Belgium.
4. **Accommodations:** Hotel rooms for **Invited Experts, Speakers, and Board Members** will be booked on your behalf by Heather McCallin. She will automatically book the dates you either requested for an airfare quote or based on the airfare she books on your behalf. **ISAPP will cover 2 nights for European participants, and 3 nights for travelers from other locations.** Additional hotel nights may be requested but are the responsibility of the speaker or expert.
 - A. If you are an Industry Advisory Committee Member or other attendee (not an Invited Expert, Speaker, or Board Member) please follow the instructions below to book your hotel room.
 - i. Go to <https://www.radissonblu.com/en/astridhotel-antwerp>
 - ii. Click "book now"
 - iii. Enter arrival & departure date
 - iv. Click on the arrow next to the "lowest available rate"
 - v. Select "Promotional code"
 - vi. Enter ISAP19 (note: not ISAPP19)
 - vii. If you enter dates outside the dates for the room block (nights 12 May through 17 May), or a date where all the rooms in the ISAPP block are already sold out, you will not be able to use the code and you should contact the hotel directly at meetings.astrid.antwerp@radissonblu.com
5. **Travel to the meeting:** ISAPP will cover round trip economy fare air travel from your home airport into Amsterdam (or Antwerp if a reasonable flight path is available). The conference hotel in Antwerp is less than an hour by train from the Amsterdam International Airport. If you prefer to drive your private auto to the meeting, costs (mileage + onsite parking) will be reimbursed up to the cost of the economy airfare + airport

transfers in Amsterdam. To assist in booking travel, please contact ISAPP's Executive Coordinator Heather McCallin. Mrs. McCallin may be reached at heather@isappscience.org (preferred) or 1-720-220-0260.

A. Information to provide when requesting travel:

- i. Exact name, as it appears on your passport/ID
- ii. For international travel, your passport number, country of issue, and passport expiration date
- iii. Date of birth
- iv. Gender
- v. City of origin
- vi. Preferred dates/times of travel
- vii. Cell phone for travel updates
- viii. Seating preference (aisle or window)
- ix. Any applicable frequent flyer numbers

B. It is the responsibility of the traveler to determine if any travel visas are required.

- C. If you have reason to book your flight directly rather than through ISAPP's Executive Coordinator (including if you want a routing different from round trip into Amsterdam or Antwerp), or if you prefer to drive a private automobile, **please inform Heather McCallin (heather@isappscience.org) to obtain a reference air travel price quote at least one month prior to travel.** This price quote must be submitted with your request for reimbursement. The reimbursable amount will not exceed a price quote for the economy round trip fare from your home airport. If the actual cost is less than the price quote, then the actual cost will be reimbursed.

6. Ground transportation.

From Amsterdam Schiphol Airport. The train to Antwerp Central Station departs 2-3 times every hour throughout the day. Roundtrip tickets range from €70 - €140. The Radisson Blu is located across the street from the Antwerp Central Station.

From Antwerp Airport. Taxis are available at the airport for the 6km ride to the Radisson Blue Hotel.

7. **Meals:** Meals during the conference will be provided by ISAPP. The cost of additional food or refreshments, including meals during travel, is the responsibility of the participant.
8. **Accompanying guests:** Accompanying guests are welcome to participate in conference meals at your expense. Please indicate your intention to bring a guest on the registration form. You will be contacted to arrange payment for any shared meals.
9. **Additional expenses:** Costs for accompanying guests, non-direct travel routings, pre- or post-meeting activities, additional nights' accommodations or upgraded accommodations will be borne by the participant.
10. **Submission of travel expenses for reimbursement must be completed by:**
July 31, 2019:
- Please use the Travel Reimbursement Request Form available at the ISAPP meeting information website.
 - **Any claims submitted after this date will NOT be reimbursed.**
 - Any questions on travel reimbursement should be directed to Mary Ellen Sanders at maryellen@isappscience.org.