

Travel Arrangements and Expense Reimbursement Policy

2022 ISAPP Meeting

[Dolce Sitges Barcelona](#), June 15-17, 2021
Annual meeting [webpage](#)

The information in this document provides general guidance on travel to and accommodations at the 2022 ISAPP meeting. It also provides details on the expense reimbursement policy **for those participants who qualify**.

ISAPP's meetings bring together global experts from diverse fields to discuss the latest scientific topics. To ensure success, we assemble the greatest number of experts on our limited budget, therefore we only provide reimbursement for **economy** airfare and transport to the meeting site from the airport. If you are eligible for reimbursement ISAPP appreciates your efforts to be cost-conscious, by booking flights in a timely manner (several months prior to travel) and booking on discount airlines when available.

1. **Basic travel support:** Basic travel support, including round trip airfare from your home airport, is available to speakers and invited guests who participate in the entire ISAPP portion of the meeting and fulfill any stated 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 outside the conference (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 are not charged for group meals or events that are part of the conference.
2. **Meeting Registration:** All ISAPP meeting participants must register [here](#).
3. **Venue:** The conference hotel is the [Dolce Sitges Barcelona](#), Avinguda Camí de Miralpeix, 12, 08870 Sitges, Barcelona, Spain.



4. **Accommodations:** Hotel rooms for **Invited Experts, Speakers, and Board Members** will be booked on your behalf by Joy Yiu (joy@isappscience.org). She will automatically book the dates you indicate

for your airfare booking. **ISAPP will cover 2 nights for European participants, and 3 nights for travelers from other locations.** Additional hotel nights may be requested but the cost is the responsibility of the requestor.

If you are an Industry Advisory Committee Member (not an Invited Expert, Speaker, or Board Member), you will need to book your own accommodations. Please note that ISAPP's room block is limited, so we suggest you book early to assure availability. A credit card is needed to guarantee your reservation. You may cancel without penalty up to 72 hours prior to check-in. A link to book online is forthcoming. Reservations can also be made via email at Sitges.Reservation@Dolce.com or by calling hotel reservations +34 938 109 017. Room rates include wifi and breakfast: €181.50 single Superior Mediterrani Room, €203.50 double. VAT included, tourist tax of €3.00 not included.

5. **Travel to the meeting:** ISAPP will book for you round trip economy fare air travel from your home airport to the Barcelona airport. To book flights, please contact Heather McCallin at heather.mccallin@gmail.com. Please provide the following information for flight booking:
 - 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. Any applicable frequent flyer numbers (note that choice of airline is not guaranteed)
- B. **It is the responsibility of the traveler to determine if any travel visas are required.**
- C. **It is the responsibility of the traveler to determine if proof of vaccination or proof of negative COVID testing is required.**
- D. If you prefer to book your own flight, you must obtain a travel quote from Heather McCallin at heather@isappscience.org. Reimbursement will only be done after the meeting concludes. Save evidence of the price quote to you and submitted with your request for reimbursement. The reimbursable amount will not exceed the price quoted 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. You may prefer to book your own travel if you are traveling with companions, if you are combining the trip with other travel, if you prefer a specific airline, or if you prefer non-airline travel. Please **obtain a travel quote at least two months prior to travel.**
6. **Ground transportation.** The best option is taxi or ride share, such as Uber. Cost is around €70 Euros.
7. **Meals:** Meals during the conference will be provided by ISAPP. The cost of additional food or drinks beyond what is organized for the conference, 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 guest 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, 2022
 - Please use the Travel Reimbursement Request Form available on the annual meeting [webpage](#).
 - ***Any claims submitted after this date will NOT be reimbursed.***
 - Any questions on travel reimbursement should be directed to Mary Ellen Sanders at maryellen@isappsience.org.