



2024 Leadership Summit Partner and Staff Travel Policy & Guidelines

The 8th Annual Leadership Summit & General Assembly of Patients, Caregivers, and Community-Based Organizations will be held at the Hilton Garden Inn Buckhead, located at **3342 Peachtree Rd. NE, Atlanta, GA 30326**. Participation in this annual meeting is a requirement for all credentialed partners. Due to the mandatory nature of this meeting, the Sickle Cell Consortium will provide financial assistance in the form of a registration waiver, hotel lodging, some meals, and defined travel reimbursement for all **ACTIVE PARTNERS**. GENERAL PARTNERS will have full access to the virtual you do not know your partner status, please contact Mia Robinson at GApresident@sicklecellconsortium.org. Please review the policy changes below for additional information. Travel and lodging support is available SOLELY for Active credentialed partners of the Sickle Cell Consortium, along with invited presenters and guests.

LODGING

Hotel accommodations for active credentialed partners who complete the required documents by the deadline will be paid for by the Sickle Cell Consortium. Participants will be required to provide a debit or credit card upon check-in to cover any incidentals incurred. The room rate and taxes will be billed to the Consortium master account. **All rooms will be booked as double occupancy.** You WILL have a roommate. Please **DO NOT** bring any additional guests.

Approved check-in for the Leadership Summit is on April 10th, and check-out is on April 14th for all partners unless given prior notice. International Partners and Warriors with uninterrupted air travel of greater than four (4) hours or may request an early arrival by emailing travel@sicklecellconsortium.org. All early arrival requests must be approved in writing (email) by Dr. Lakiea Bailey. All other early arrivals and late check-out will be paid for by the partner.

Lodging will ONLY be provided to registered, active credentialed partners. The Consortium will provide

lodging for each active credentialed IPCA and up to two (2) delegates per organization. Please note: We are only able to guarantee one (1) delegate per organization. Participation of a second delegate is dependent upon hotel availability. In order to ensure your second delegate, you must register as soon as possible, but no later than Friday, March 8th. We will allow second delegate registration on a first-come, first-served basis.

*** Please DO NOT plan for unregistered delegates to share your lodging space, as all rooms are booked as a double.***

AIR TRAVEL

In 2019, the Consortium implemented travel reimbursement. Partners are required to purchase air travel accommodations directly. Independent Patient/Caregiver (IPCA) Active Partners will be reimbursed up to \$350 for travel within the US to assist with flights. Community-Based Organization (CBO), Junior Community-Based Organization, and Sponsored-Patient Organization (SPO) Active Partners will be reimbursed up to \$350 for one (1) delegate and up to \$500 for two (2) delegates for travel within the US; travel from Canada reimbursement is up to \$450 for one (1) delegate and up to \$600 for two (2) delegates; International (not including Canada) travel reimbursement is up to \$1500 for one (1) delegate and up to \$2,500 for two (2) delegates to assist with flight expenses. Active Community Partners (CP) are to provide their own travel unless approved within two (2) weeks prior to the start of the Summit. If a CP requests and is approved for travel reimbursement, SC3 will reimburse up to \$350 for one (1) delegate and up to \$500 for two (2) delegates for domestic flights.

Air travel should be booked in the economic/coach class. Travel should be planned as far in advance as possible in order to take advantage of discounted fares; *however, please note flights that are booked greater than 6-8 weeks in advance risk being higher in cost than those booked 4-6 weeks in advance (according to published airline trends)*. If more than one air carrier offers service, **travel should be on the carrier that offers the lowest price**. Travel should be arranged to coincide with the approved check-in and check-out dates of April 10th and April 14th, respectively (*unless otherwise notified in writing*).

We acknowledge that air travel can be physically hard on Warriors. Any Sickle Cell Warrior whose travel involves greater than four (4) consecutive hours in the air *may request early check-in on April 9th*. International partners whose travel involves greater than 8 (eight) total travel hours may request arrival on April 9th. Please Email a request to Maria Rivera at travel@sicklecellconsortium.org for approval. The check-in desk will open between 12:00 PM and 3:00 PM EST. The Welcome to the 8th Annual Leadership Summit will start at 6:00 PM EST.

Travel may be booked on any airline; however, we recommend travel via Southwest due to their cancellation, baggage, and seating policies. See below for additional airline information**.

ALTERNATIVE TRAVEL

Currently, the Consortium is allowing other forms of travel to attend the Leadership Summit. Active Partners will now be reimbursed for rental car, train, and bus tickets. IPCA Active Partners can be reimbursed an amount of up to \$350 for train/bus ticket within the US. CBO, jCBO, and SPO Active Partners will be reimbursed up to \$350 for one (1) delegate and up to \$500 for two (2) delegates for

train/bus tickets within the US; travel from Canada train/bus ticket reimbursement is up to \$450 for one (1) delegate and up to \$600 for two (2) delegates. Car rental reimbursement up to \$500 per vehicle (not per person in the vehicle). If partners rent a vehicle with other partners, then the reimbursement of \$500 will be split between the partners, and it is decided by the partners how to split reimbursement. Only one person can submit the reimbursement form.

TRAVEL REIMBURSEMENT

All partners are asked to book their own flights. Flights will be reimbursed during the Leadership Summit after the General Assembly on April 13th. In order for your reimbursement to be processed, you must complete both the electronic and printed reimbursement forms prior to the General Assembly Meeting on April 13th. To process reimbursement, please complete the following steps:

1. Complete the [electronic reimbursement form](https://tinyurl.com/LStravel2023) found at <https://tinyurl.com/LStravel2023>
2. Bring a completed copy of the printed reimbursement form (in your email) to the General Assembly Meeting on April 13th.
3. Provide a copy of your travel receipts (name, dates of travel, and total amount paid must be on the receipt) along with the printed reimbursement form to the Consortium’s Finance Department in order to be reimbursed.

Reimbursement checks will be available for pick-up at the Registration Desk on April 13th after the General Assembly Meeting.

In the event that you must cancel your flight after you have purchased it, you will be responsible for all charges related to your travel. **The Sickle Cell Consortium will only reimburse travel for Partners who attend the Leadership Summit in person.**

***This process must be completed by all individuals who are eligible to request financial reimbursement from the Sickle Cell Community Consortium for costs accrued during travel to a Consortium event. The Consortium will reimburse up to \$350 for Domestic travel, \$450 for Canada travel, and \$1,500 for all other International flights unless otherwise stated in writing via email (please view the chart below for reimbursement breakdown). Partners must submit the reimbursement form, copy of travel receipt, or copy of gas receipts in order to receive any reimbursement. Reimbursement requests must be submitted electronically, and a physical copy will be available at the 2024 Summit. Checks for reimbursement will be available at the registration desk on Saturday, April 13th.*

TRAVEL REIMBURSEMENT

	AIR	BUS/TRAIN	CARPOOL*
IPCA	\$350	\$350	\$500 (per vehicle)
CBO/JCBO/SPO	\$350 (1 DELEGATE) \$500 (2 DELEGATES)	\$350 (1 DELEGATE) \$500 (2 DELEGATES)	\$500 (per vehicle)

CP (need approval)	\$350 (1 DELEGATE)	\$350 (1 DELEGATE)	\$500 (per vehicle)
Canada	\$450 (1 DELEGATE) \$600 (2 DELEGATES)	\$450 (1 DELEGATE) \$600 (2 DELEGATES)	\$500 (per vehicle)
INTERNATIONAL	\$1,500 (1 DELEGATE) \$2,500 (2 DELEGATES)	N/A	N/A

*** SC3 encourages car-pooling. Partners who opt to carpool, can be reimbursed up to \$500 per vehicle (please note: this is per vehicle, not per person and requires more than one active partner or delegate in the vehicle).**

ACKNOWLEDGEMENT OF FINANCIAL LIABILITY

PLEASE NOTE: To qualify to have your travel itinerary arranged directly by the Consortium, **ALL participating partners must *acknowledge and adhere to the Financial Liability Policy.***

Once granted a Direct Booking (DB) flight, recipients **MUST** attend the 2024 Leadership Summit. The Sickle Cell Consortium **MUST** be reimbursed for travel expenses for any partner who registers but then does not attend the Summit without prior notification.

Failure to attend the Summit by partners who are granted direct booking MUST reimburse the Consortium for the FULL cost of the purchased flight no later than June 7, 2024 (except in the case of illness). All direct booking flights will be insured directly with the airline. *In the event of illness, direct booking partners agree to complete the necessary steps to have the cost of the flight reimbursed by the insurance company and submit those funds to the Consortium.*

Recipients who do not adhere to the Airline's Cancellation/Rebooking Policy will be financially liable and will reimburse the Sickle Cell Consortium for all forfeited funds by June 7, 2024.

Loss of funds due to a recipient's "No-show" for ticketed flights will cause the recipient to be financially liable again and thus will reimburse the Sickle Cell Consortium for all forfeited funds by June 7, 2024.

*****FOR TRAVELERS ON SOUTHWEST AIRLINES:**

The flexible policies of [Southwest Airlines](#) make it a preferred airline of the Sickle Cell Consortium. If you select Southwest, you **MUST** cancel your itinerary according to the airline's policy, and the airline will then issue you a travel voucher: you will be responsible for reimbursing the Sickle Cell Consortium for the amount of that travel voucher by June 7, 2024. **Please be mindful that Southwest Airlines allows cancellation without loss of funds up to 20 minutes prior to departure.** Travel Vouchers are only issued in the passenger's name (they will NOT credit the Sickle Cell Consortium) and are good towards the purchase of any Southwest ticket for one (1) year. Cancellations can be made at [Southwest.com](#) or by calling 1-(800)-435-9792 using the Confirmation (#) number that is found in the email you will receive from Southwest containing your

flight information.

FOR RECIPIENTS ON ANY OTHER AIRLINE,

Should you select a different airline, we encourage you to purchase travel insurance as well. The reimbursement policy of the Sickle Cell Consortium outlines the reimbursement amounts. This amount is inclusive of all accessory purchases, including insurance, baggage charges, etc.

If you were approved for a direct booking flight (i.e., the Sickle Cell Consortium booked your flight) and you are unable to attend, it is your responsibility to complete all necessary forms and submit any supporting documents requested.

RELEASE OF LIABILITY:

All meeting participants recognize that there is a degree of inherent risk involved in traveling to and attending this meeting and agree to release the Sickle Cell Community Consortium from all liability. We strongly encourage all participants to speak with their physician to verify that they are able to travel. All Warriors will be asked to provide the name and contact information of their hematologist or primary care physician and prepare a Plan of Care report with their physician.

Spread and illness from the COVID virus is still an active and ongoing process. Although the COVID-19 vaccine is not required at this year's Leadership Summit, we do require that all guests be mindful of the potentially devastating effects that COVID-19 could have on the bodies of those living with sickle cell disease. If you are experiencing COVID symptoms or have been exposed to COVID within two weeks of the Leadership Summit, it is essential, for the health of all Partners, that you attend the Summit virtually.

REGISTRATION FOR PARTNERS & PRESENTERS: <https://tinyurl.com/sc3leadership24>

TRAVEL REIMBURSEMENT FORM -

CODE OF CONDUCT & ETHICAL BEHAVIOR: <https://tinyurl.com/SC3Conduct>

SICKLE CELL CONSORTIUM

T: 706.204.9269
F: 706.619.6029

2265 Lexington Lane
Cumming, GA 30040



Amplifying the power of the patient
voice

**COMPLETION OF THE BELOW IS ONLY REQUIRED FOR THOSE WHO REQUIRE MANUAL
REGISTRATION. THE BELOW IS NOT REQUIRED FOR ALL ATTENDEES WHO COMPLETE THE
ONLINE REGISTRATION FORM.**

TRAVEL POLICY & GUIDELINE AGREEMENT

*(Please print this page and input your full name & title, partner classification, date & signature
below. Once completed, send an email (with the subject line: Travel Policy & Guideline
Agreement, with your full name and partner classification) including a picture of this signed
page to travel@sicklecellconsortium.org.)*

By signing this agreement, I, _____, understand
and acknowledge that I have received and read the above-stated Travel Policy & Guidelines
of the Sickle Cell Consortium for participation during their Annual Summit meeting. I
understand and agree to follow the policy to the best of my ability unless I have written and/or
pre-approved permission to do otherwise from the Executive Director, Dr. Lakiea Bailey.

Title: _____

Name: _____

Partner Type: _____

Affiliation: _____

Signature: _____

Date: _____
____ / ____ / ____

