



## GUIDELINES FOR REIMBURSEMENT AT THE SOUTHWEST NEPHROLOGY CONFERENCE & CARDIO RENAL METABOLIC CONFERENCE

**Speakers will make their own airline reservations. Please let the conference staff know if you have questions regarding travel.**

### **Expenses, which may be approved:**

- **Airfare:** Round-trip airfare booked at the lowest published coach fare no less than four (4) weeks prior to your travel. Please contact conference staff for consultation on International flight reimbursement.
- **Transportation:** Local ground transportation to/from Phoenix Sky Harbor International Airport at the lesser cost of either a taxi or shared ride. Mileage for personal vehicles will be reimbursed at \$.38 per mile. Rental cars will be reimbursed only if authorized in advance.
- **Meals:** All meals are provided through the conference program starting Friday, March 6, 2020. Meals outside the conference program will not be reimbursed.
- **Parking:** Self-parking for the conference is available at the resort free of charge.
- **Hotel:** Conference staff will book your room accommodations for your stay. Please provide the nights that you will be staying (maximum 2 covered) when submitting your required paperwork on the website faculty page no later than February 5, 2020. We can book additional nights for you at the conference room block rate of \$209/night, covered by your own expense.

**Original receipts (scanned copies OK) are required for all above expenses and must be submitted with the NKF AZ/CRSA Reimbursement Form.** The completed and signed Expense Reimbursement Form with the corresponding receipts must be submitted to conference staff at: ([kschwartz@cardiorenalsociety.org](mailto:kschwartz@cardiorenalsociety.org)). **Expense requests must be submitted within thirty (30) days after the end of the event to be considered for reimbursement.** Reimbursements will be issued promptly, upon the approval of the Treasurer.

The reimbursement form is available as a fillable PDF on the faculty page on the [www.SWNephrologyConference.org](http://www.SWNephrologyConference.org) website. A W9 fillable PDF form is also available on the website and is required when submitting for reimbursable expenses.