

Reimbursement Guidelines

Participants of the Leadership Retreat will receive \$1,400 compensation for two full days of participation.

Hotel accommodation will be covered for three nights; checking in on Monday, March 27th and out on Wednesday, March 29th. Only rooms at the conference hotel are covered.

Travel reimbursements will be available for each participant, including costs for mileage (65.5 cents per mile), train or airfare based on market rate tickets from your location to Baltimore on the dates of the conference. The travel reimbursement limits listed below were based on a brief survey of travel costs. We make every attempt to be fair given the varying distances from the conference site, varying market conditions, and available resources. Please make your travel arrangements as far ahead of the event as you can to take advantage of better fares. The travel reimbursement limits listed below represent an “up-to” amount, meaning you will be reimbursed for the cost of your trip up to, but not above, the following location-based limits. If your location is not listed, please contact Rebecca Jackson at rjackson@ghhi.org.

- Airfare:
 - Atlanta, GA: \$170
 - Birmingham, AL: \$645
 - Boston, MA: \$250
 - Buffalo, NY: \$406
 - Chattanooga, TN: \$618
 - Dayton, OH: \$598
 - Deming, WA: \$1,685
 - Des Moines, IA: \$445
 - Detroit, MI: \$318
 - Gulfport, MS: \$675
 - Los Angeles, CA: \$840
 - New Orleans, LA: \$704
 - Oakland, CA: \$1,280
 - Pembroke, IL: \$350
 - South Bend, WA: \$993
 - Wyola, MT: \$1,321
- Train
 - New York, NY: \$216
 - Philadelphia, PA: \$125
 - Richmond, VA: \$125
 - Trenton, NJ: \$184
 - Washington DC: \$75
- Mileage
 - Baltimore, MD: \$60
 - Washington DC: \$100

To receive travel reimbursement and compensation, you must send a receipt for your travel, (or mileage calculation), W9, ACH form and completed expense document to Rebecca Jackson at rjackson@ghhi.org NO LATER than Friday, April 14th. If your organization is being reimbursed for travel, you must submit two separate sets of expense/reimbursement forms for the participation stipend and travel reimbursement.

Breakfast, lunch, and snacks will be provided throughout the conference, (Tuesday, and Wednesday). There is no additional per diem.

Other travel expenses, including hotel incidentals, cabs, ride shares, parking, rental cars, and meals outside those provided, are not covered. If you incur these types of costs in your travel, you or your organization will be responsible for payment.

Please contact Rebecca Jackson at rjackson@ghhi.org with any concerns.