

Autism Learning Network Learning Session Washington, DC ✧ March 8th-9th, 2018

Background

The Learning Session is the annual face-to-face meeting for the Autism Learning Network. During this meeting, we will highlight best practices and diverse service settings that teams will test following quality improvement methods. The session will also provide a forum to share and learn from teams' collective experiences and challenges.

Meeting Schedule

Date	Time	Event
Wednesday, March 7 th , 2018	Attendees arrive	
Thursday, March 8 th , 2018	8:00 am – 5:00 pm	Meeting and breakout sessions
Friday, March 9 th , 2018	8:00 am – 3:00 pm	Meeting
	3:00 pm	Adjourn/ Travel home

Funding

The AIR-P Clinical Coordinating Center budget will cover *the following costs*:

- sleeping rooms and tax at the hotel; and
- meals provided on-site (during the meeting).

Network Centers will cover the following through AIR-P Learning Network (\$30K) subcontracts for 3 participants*:

- air travel;
- ground transportation;
- meals not provided during the meeting; and
- other incidentals.

*The AIR-P CCC will cover these costs for the additional participant.

Who Should Attend the Learning Session?

QI team members fulfilling the following roles: physician lead, QI team lead, data manager, parent partner.

NOTE: Due to the resources and hotel capacity, we cannot allow any additional attendees. Only individuals filling the above roles are invited to attend this meeting.

Air Travel & Ground Transportation

Air Travel: Costs for 3 participants will be covered through Autism Learning Network site subcontracts. Those attendees must arrange and cover costs for air transportation to and from the event through their own institution.

The 4th participant will be covered by AIR-P and should follow the following guidelines:

General Transportation

- Limited to most economical means of transportation (e.g., public transportation, taxi, airport shuttle services,

personal auto). Private Coach or limousine services are **NOT** allowable reimbursable expenses.

- If air travel is a more appropriate mode of travel under the circumstances, the amount of the reimbursement for ground transportation will **NOT** exceed the cost of coach airfare to the same destination.

Airfare

- Please arrange for a return flight no earlier than 5 pm ET on Friday, March 9th, 2018. **If you cannot get a reasonable flight out on Friday, please indicate this in your RSVP survey.**
- We will reimburse up to \$500 for a round trip fare without prior approval. **If your airfare is over \$500, please contact Justin Farmer at jgfarmer@mgh.harvard.edu approval prior to purchase.**
- **Coach class fare** only on flights. Flight change fees will **NOT** be reimbursed

Personal Travel Expenses

- The AIR-P Clinical Coordinating Center will **NOT** reimburse rental vehicle, lodging, or other travel expenses that are incurred by a subcontract employee who, while traveling on AIR-P business, extends their stay for the purpose of a vacation, makes a non-business side trip, or pursues other non-AIR-P business activities. Excess travel costs are considered personal and are **NOT** allowable.
- If the subcontract employee extends their stay, or side trip causes the airfare to increase, the AIR-P CCC will **ONLY** reimburse what would have been incurred if the employee's travel had not been affected by such personal activities. **Flight documentation is required.**
- In the event that the departure/return flight is **NOT** to your home airport, the AIR-P CCC will **only** reimburse for the cost of a round-trip flight to your home airport. **Flight documentation is required.**
- Flight documentation is required for any travel arrangements that are not on approved travel dates, times, and/or home airports. **Please contact Justin Farmer at jgfarmer@mgh.harvard.edu for details on required documentation prior to purchase.**

Use of Employee's Personal Automobile

- Reimbursements include mileage (at the IRS auto reimbursement rate in effect at the time of the travel), tolls, and public parking fees. Please include number of miles and the daily dollar amount requested for reimbursement. Cost of repairs, fines for violations, parking tickets, or towing charges will **NOT** be reimbursed.
- You are required to submit all original receipt(s) along with the reimbursement form

Rental Vehicle

- Allowable vehicle rental costs include the daily rental fee for up to a mid-size vehicle, fuel charges, tolls, and insurance purchased in conjunction with the rental vehicle.
- Credit card receipts will **NOT** be accepted as proof of payment

Meals (4th participant)

Meals

- If a meal is provided as part of the meeting, the CCC will not reimburse for an additional meal at that time. For example, if breakfast is provided on the morning of day 1 of the meeting, then you cannot be reimbursed for a breakfast purchased on the morning of day 1 of the meeting.
- We will reimburse the following amounts:
 - Breakfast – Up to \$15/person (includes food, beverage, and gratuity)
 - Lunch – Up to \$20/person (includes food, beverage, and gratuity)
 - Dinner - Up to \$25/person (includes food, non-alcoholic beverage, and gratuity)
- Meals purchased after arriving at your home airport will **NOT** be reimbursed
- Alcoholic beverages will **NOT** be reimbursed

(All participants)

Hotel

- **Hotel accommodations will be made through the online RSVP mechanism; any upgrades/additional rooms will NOT be reimbursed.** Additional nights at the hotel are considered personal and will **NOT** be reimbursed.

Receipts - General

The original airline passenger coupon/receipt, train ticket stub, and automobile rental agreement are required regardless of the dollar amount. Receipts must be accompanied by a completed reimbursement form (available after the event). The CCC at MGH is organizing reimbursement for the event. Reimbursement forms must be received within 30-days of the event.

Hotel Information

Washington Marriott Georgetown

1221 22nd Street NW Washington, DC 20037

Phone: 202-872-1500

Check-In: 4 pm ET

Check-Out: 11 pm ET

Website: <http://www.marriott.com/hotels/travel/waswe-washington-marriott-georgetown/>

RSVP and Hotel Room Reservation

To confirm your attendance and ensure the CCC reserves your hotel room, you must complete the brief RSVP survey using the following link by **Friday, January 12, 2018**.

<https://www.surveymonkey.com/r/9VZSVNQ>

Questions

Please contact Audrey Wolfe at awolfe2@mgh.harvard.edu