

2010 ASTRO ADVOCACY DAY TRAVEL POLICY

These are the policies and procedures governing the reimbursement of expenditures incurred by ASTRO members for the 2010 ASTRO Advocacy Day (March 21-23).

General

ASTRO will cover costs for attendees' two-night hotel stay and group meal functions.

ASTRO will NOT reimburse travel and incidental expenses for attendees (airfare, train, personal vehicle miles, cabs, gratuities, meals, additional room charges, etc.).

Lodging

Hotel Accommodations at the Hyatt Regency Hotel will be covered by ASTRO for the TWO nights of Sunday, March 21 and Monday, March 22. The Hotel will ask for a personal credit card upon check in; your overnight stay charges will be transferred to ASTRO's master account following your stay. Your personal account will be billed for incidentals (room service, internet fees, etc). Advocacy Day will conclude on Tuesday, March 23 following your congressional appointments.

Attendees MUST attend their congressional appointments in order to receive reimbursement for hotel.

Travel

ASTRO will NOT reimburse costs for those traveling by air, train, and personal automobile to attend the 2010 Advocacy Day events.

Taxicabs

Taxi service costs will NOT be reimbursed. ASTRO will not provide shuttle service to and from Capitol Hill on Tuesday, March 23 as the Hyatt Regency is within walking distance of Senate and House office buildings.

Meals

Personal meals will NOT be reimbursed. ASTRO will provide all attendees with group meal functions (breakfast and lunch) on March 22 & 23.