

**Western MCH Nutrition Leadership Network
Annual Meeting, 2012**

Reimbursement Request

When submitting your receipts for reimbursement, please be sure to provide the following information.

Please **TYPE** your:

1. Full name taken from your official ID
2. Title
3. Agency
4. Mailing address where the reimbursement check should be mailed to
5. Day time telephone number
6. Indicate which reimbursements you are requesting:
e.g. Evening meals, Airfare (only if you didn't order through UCLA Travel and need to be reimbursed),
Hotel and Shuttle.

Please follow these important guidelines to get reimbursed:

1. Be sure to submit **ALL original, itemized receipts** associated with your business travel including meals.
2. Tape your receipts to an 8½ x 11 sheet of paper, and print clearly next to each receipt what it's for.
3. For your information, if you incur any additional charges on your room (food, phone calls, etc.), that will be your responsibility.

When preparing your receipts for submission, please remember what was outlined in our invitations about expenses that can be reimbursed for this conference, shown below:

The UCLA MCH Partners Nutrition Leadership Training Program has worked out the following plan to cover expenses for participation in the Western MCH Nutrition Leadership Network (NLN) Meeting, March 22, beginning with registration and continental breakfast at 7:30 am and ending at 3:30 pm on Friday, March 23.

The UCLA MCH Partners will reimburse, or pay for (airfare), the following:

- 1) *Roundtrip airfare to/from Los Angeles, CA and shared ground transportation from Los Angeles International Airport (LAX) to the hotel.*
- 2) *Shared transportation from the hotel to the LAX Airport on Friday, March 23. Flight departures should not be planned before 5:00 pm.*
Note: If the budget permits, we will also reimburse ground transportation at your home.
- 3) *Evening meals not provided during the meetings (up to \$40 per day)*
- 4) *Shared accommodations for two nights. (Please let us know if you need to stay additional nights). As usual, if you would prefer a single room, we will arrange for that but you will need to pay the difference. Room price for the meeting: \$129 plus tax (double or single).*

The UCLA Partners will cover breakfast, lunch and breaks on both days on a master bill at the hotel.

Mail original receipts and accompanying information to:

Susan Silah
UCLA School of Public Health
Department of Community Health Sciences
650 Charles E. Young Drive South, 26-078B CHS
Los Angeles, CA 90095-1772