

WESTERN MCH NUTRITION LEADERSHIP NETWORK
Sponsored by the MCH Nutrition Leadership Program at UCLA
MCHB # T79MC00013

MARCH 21 AND 22, 2013

The Marina del Rey Hotel
13534 Bali Way, Marina del Rey, CA 90292

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 21, beginning with registration and continental breakfast at 7:30 am and ending at 4:00 pm on Friday, March 22.**

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 (baggage fee excluded).
- 2) Shared transportation from the hotel to the LAX Airport on Friday, March 23. **Flight departures should not be planned before 5:30 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).

See Travel and Reimbursement Form for details.

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

Please fill out and return the attached **Travel and Reimbursement Form** to enable us to reserve your hotel room and plan for the Leadership workshop, **by February 8, 2013.**

**WESTERN MCH NUTRITION LEADERSHIP NETWORK
MARCH 21 AND 22, 2013**

Travel and Reimbursement Form

Name on official I.D.: _____

Title: _____

Agency: _____

Preferred Mailing Address: _____

Work Phone: _____ **Other Phone:** _____

PLEASE CHECK THE FOLLOWING BOXES FOR YOUR RESPONSES:

Days you will be attending the Nutrition Leadership Network Meeting:

Thursday, March 21

Friday, March 22

Hotel Lodging Accommodation Needs:

Wednesday night, March 20

Thursday night, March 21

Preferred roommate: _____

Additional night needed, date: _____

I prefer a single room and will pay the difference between a single and double room.

Travel Arrangements: (Note: Do not schedule a return flight before 5:00 pm on Friday.)

I need travel support. We prefer that you make flight arrangements directly with UCLA Travel so it can go on our master bill. Further instructions on making these arrangements will be e-mailed to you.

I will purchase my plane ticket directly and do not expect reimbursement.

I can get a better rate on my plane ticket through my institution and will submit an original ticket receipt for reimbursement (this may take at least a month post-meeting).

Estimated cost for round trip ticket to Los Angeles: \$ _____

Special Meal Needs (please specify): _____

We will handle all hotel reservations for you to ensure we are getting the group rate. Upon check in, be prepared to present a credit card. The *UCLA MCH Partners* will cover shared accommodations for two nights on a master bill at the hotel. You will be responsible for any additional charges to your room (food, phone calls, etc., including the single room supplement). Soon you will receive further details regarding the hotel.

Return, e-mail or fax this form ASAP but, if possible, no later than February 8, 2013 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

FAX: (310) 794-1805

Questions? Phone: (310) 825-8196 or e-mail: uclapartners@ph.ucla.edu