

## **2024 WVCTSI Annual Meeting – Travel Expense Guidelines**

### **TRAVEL EXPENSES**

Please consider the following as you make travel plans:

### **LODGING**

WVCTSI will cover lodging costs for the following groups of participants. WVCTSI will handle the booking of hotel rooms for individuals from the below categories based at WVU.

- WVCTSI administrative or core staff.
- WVCTSI pilot grant recipients, Research Scholars or recruited clinician scientists. (See details below)
- Anyone selected to present during the oral presentations or poster sessions (this final determination will be made after the abstract submission deadline).(See details below)
- Those asked to speak as part of the event program

Invited presenters from in-state WVCTSI institutional partner sites (CAMC, Marshall University, WVSOM, WVU Charleston, WVU-East) should plan to provide payment to the hotel, as provided in your institutional budget allocation, if available.

Those attending any portion of the conference from another organization or from an out-of-state institution should plan to provide payment unless they have been asked to present.

WVCTSI will review the master rooming list provided by the venue in advance of the meeting and confirm with the hotel who will be included on the master bill and who will be paying separately. Any lodging payment issues will be conveyed to attendees in advance.

### **TRANSPORTATION**

WVCTSI will not be covering mileage to/from the event site. Mileage should be submitted to your home department or institution for possible reimbursement. The planning team will work with invited speakers on transportation plans.

### **MEALS**

Meals and snack breaks will be offered throughout the duration of the conference as part of the event registration