

*Revised*  
**Travel Arrangement Procedures and Policies**  
January 2007

**Overview:**

The National Indian Health Board (NIHB) provides travel, lodging, and per diem for Primary Representatives of the Tribal Technical Advisory Group (TTAG). If the Primary Representative is unable to attend the meeting, the NIHB will provide travel, lodging, and per diem for the designated Alternate Representative. Travel for only one person, either the Primary or designated Alternate Representative, from each Area is provided.

Because the Medicare and Medicaid Policy Committee (MMPC) is an unfunded area of work, the MMPC meeting accommodations (travel, lodging and per diem) are **not** provided by the NIHB.

**Flight Arrangements:**

Primary Representatives are to arrange their flights through the NIHB. Please contact Helen Canterbury ([hcanterbury@nihb.org](mailto:hcanterbury@nihb.org)) or Phillip Roulain ([proulain@nihb.org](mailto:proulain@nihb.org)) by email or by phone at 202-742-4262 and provide the date, time, and city of departure and return. **Deadlines:** NIHB must be contacted for flight arrangements at least 7 calendar days before the meeting. If NIHB is not contacted at least 7 calendar days before the meeting, NIHB will not be able to assist with travel arrangements. If this happens, the designated attendee will need to make their own flight arrangements and NIHB will only reimburse up to the lowest government fare available with 7 calendar days purchase. This policy is necessary because of limits on funding and is intended to allow TTAG to benefit from the lowest possible fares. By booking earlier, fares are less expensive and all savings are reprogrammed into advancing TTAG's mission.

**Hotel Arrangements:**

Lodging will be arranged for TTAG attendees. Hotels are chosen based on location and availability of the government rate. The NIHB will pay for the lodging (room and tax) of TTAG Primary Representatives (or designated Alternates). Reimbursement for Representatives who choose to stay at a hotel other than the designated host hotel will be reimbursed at no more than the host hotel negotiated rate.

**Reimbursement Procedure:**

The NIHB will distribute reimbursement forms to the Primary Representatives (or designated Alternates) during TTAG meetings. Please submit the completed reimbursement form with all corresponding, original receipts. We suggest that you retain a copy of the receipts for your records. If there are not receipts accompanying the reimbursement form, such costs will not be reimbursed. Request for reimbursement must be received by NIHB no more than 30 calendar days from the TTAG meetings. NIHB will provide reimbursement within 30 calendar days from the date the reimbursement request was received.