**TRAVEL POLICY FOR: Florida, Illinois, New England, New Mexico, New York Private, New York Public, Northern California, Southern California, Vermont, Pennsylvania, Washington**

Please book your travel by **April 12th, 2024,** by completing the travel questions during Registration. CIR's travel agent, UNTravel, will email your preferred itinerary (within 2 - 3 business days).

• CIR will pay for your travel if you travel to and from the Convention from the state where you reside. If your destination for your return trip or origin for your trip to the Convention is from a different state other than the state you reside in and the airfare costs more than it usually would from or to your home state, CIR will only pay up to the average price of travel to and from your home state at the time of booking, as determined by UN Travel. Any difference in travel costs should be paid directly to CIR by check by **April 12th, 2024**.

- Your travel reservation will **officially** be booked when you respond to their email **within 24 hours** to accept your initial itinerary.

- If you make a reservation and must change or cancel, you will not be responsible for any charges if you make a change **within 24 hours of the date your reservation is made**. If any changes to your reservation include extra costs, please email **convention@cirseiu.org**.

- CIR will reimburse you for ground travel (Taxi/Uber/Lyft to and from your home airport) and baggage fees if necessary to check bags. **Please remember to submit receipts along with your completed Expense Reimbursement Form.**

## EXPENSE REIMBURSEMENTS FOR CIR ATTENDEES & APPLICABLE GUESTS

- Breakfast and lunch will be provided on Saturday and Sunday of the Convention. **CIR will not cover the dinner cost on Friday night** of the Convention.

- CIR **cannot** reimburse room service, bar, restaurant bills, or other personal expenses. Reimbursable expenses include transportation to and from airports and any above-listed costs associated with traveling to and from the Convention.

- CIR will reimburse members for Convention-related travel using taxis and ride-sharing applications **with receipts**. Due to policy and decisions made by Uber, CIR strongly encourages members to use other ride-hailing applications such as Lyft.

- **Expense Reimbursement Form** will be available at the Registration Desk.

- If you need to make a payment to CIR, please submit a check made payable to, ***"Committee of Interns and Residents"*** with a memo listing the payment as ***"Convention 2024 Expense"*** and mailed to the following address:

Committee of Interns and Residents/SEIU Healthcare
Attn: Wiener Maingrette, Controller
10-27 46th Avenue, Suite 300-2
Long Island City, NY 11101