

NCI Travel and Lodging Reimbursement Policy Handout

Travel (plane, train):

- If you make your plane or train reservations through the NIH Patient Travel Office, the costs will be paid in full by the NIH.
- If you make your own reservations, the costs will be reimbursed to you at the government rate. If changes are required, you will be responsible for any additional costs.
- You will be reimbursed for one (1) checked bag per government paid reservation.
- If your home is outside the U.S., travel expenses from a U.S. port of entry may be covered.

Local travel (personal vehicle, bus, taxi, metro):

- Local travel is defined as 50 miles or less from home to the NIH.
- You will not be reimbursed for local travel.
- Taxi will be reimbursed by pre-approved exception only.

Long distance travel (personal vehicle, bus):

- Long distance travel is defined as 50 miles or more from home to the NIH.
- If you travel by car, you will be reimbursed for mileage not to exceed the cost of an airline ticket from the same starting point.
- If you travel by bus, you will be reimbursed for mileage not to exceed the cost of travel with a personal vehicle from the same starting point. Receipts will be required.

Meals:

- If you are under 18 years of age and are staying in the Children's Inn, you will be given \$8.00/day and \$15.00/day for one parent/guardian.
- If you are the parent/guardian of a child under 18 years of age who is staying as an inpatient, you will be given \$15.00/day (one individual only).
- If you are an attendant/guardian for a patient over 18 years of age and are required to stay in the area after patient discharge, you will receive \$15.00/day.

Lodging:

- You will be reimbursed up to \$120.00/night for hotel stays.
- If you are an outpatient under the age of 18, lodging will be primarily provided at the Children's Inn. If you are an inpatient under the age of 18, your parent/guardian is encouraged to stay with you in the Clinical Center.
- Children's Inn fees will be paid in full by the NCI.
- If there is no vacancy at the Children's Inn and a hotel reservation is necessary, you will be reimbursed up to \$120.00/night.
- If you are staying with friends/family: you will receive \$20.00/night

Guardian/Caregiver:

- If your guardian or caregiver is required to travel with you, NIH will pay for long distance transportation for one person.

The study team will tell you any additional information that may apply to this study.

If you have any questions, please speak with your study team.