

SOP#: ADCR-5

Travel and Lodging Reimbursement for CCR Clinical Research Participants, Pediatric Guardians, and Authorized Attendants

Version #: 3.0

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Review Interval Period: Biennial

**NCI Clinical Director Signature/
Effective Date:**

POLICY

Per Medical Administrative Series (MAS) policy M08-1, *Reimbursement of Travel and Subsistence Expenses for NIH Clinical Research Protocol Participants*:

NIH will pay for expenses that involve travel from the home of record to the NIH site. Unless medically indicated, NIH will not pay for expenses that involve alternate routes. Unnecessary stops or delays along the way for sightseeing, visits, vacations, or to increase frequent flyer miles will not be authorized even if it makes the travel less expensive.

NIH will not pay for expenses that are incurred beyond the approved time period of the visit. Rental cars are not authorized.

The funding for travel and lodging expenses for all NCI protocol enrollees and eligible parent/guardian or attendant will be at standard rates established by NCI.

Reimbursement of all approved expenses will be processed by the NIH Clinical Center, either paid by cash distributed by the NIH Cashier Office (8:30 a.m. - 5:00 p.m., Monday - Friday; 301-496-2654) at the Main (North) Entrance of the Clinical Center, or checks mailed to the home of record. The Clinical Center Voucher Office can be reached at 301-496-4530.

PURPOSE

To establish a uniform policy for reimbursement of travel expense for participants in clinical research protocols within the Center for Cancer Research (CCR), National Cancer Institute (NCI), at the National Institutes of Health (NIH) campus in Bethesda, Maryland.

SCOPE

This policy applies to clinical research protocol participants, parent/guardian of pediatric protocol participants age 21 and under, and authorized attendants for adults enrolling in NCI CCR research protocols located on the NIH campus in Bethesda, Maryland.

For participants whose home of record is outside the U.S., travel expenses from a U.S. port of entry may be covered.

No individual will be denied access to participate in a clinical research protocol because of inability to pay. If supplemental reimbursement is required, after a financial assessment has been completed, exceptions may be made by the NCI CCR Office of the Clinical Director (OCD).

RESOURCES

- NIH Medical Administrative Series (MAS) [Policies](#)
 - M08-1 (rev.) Reimbursement of Travel and Subsistence Expenses for NIH Clinical Research Protocol Participants
- NCI CCR Office of the Clinical Director (OCD)
Building 10, Room 3-2571
240-760-6070
nciocdpatientcarerequests@mail.nih.gov

PROCEDURES

NCI Standard Rates:

Travel:

- Flights and train are paid in full if booked through the NIH Clinical Center (CC) Patient Travel Office via Omega World Travel. 8:30 a.m. - 5:00 p.m., Monday - Friday; 866-227-9339 / 301-496-6676
- Reservations booked through the CC Patient Travel Office are centrally paid by the government.
- Preferred method of booking flights and train is through the CC Patient Travel Office.
- Under certain circumstances, participants will book their own flights or train reservations. In these instances, they will only be reimbursed at the General Services Administration (GSA) contractual rates for air/train with an approved Office of the Clinical Director exception. If changes are required, participants are responsible for any additional costs.
- Will reimburse for one checked bag per government paid reservation.
- For participants whose home of record is outside the U.S., travel expenses from a U.S. port of entry may be covered.
- Rental cars are not authorized.

Local Travel (personal vehicle, bus, taxi, Metro)

- NCI has defined local travel as equal to or under 50 miles from home of record to the NIH campus.
- NIH shuttle service (airport and hotels) and booking of taxi reservations via the CC Patient Travel Office are preferred.
- Transportation services such as Uber and Lyft will be reimbursed by OCD pre-approved exception only.

- Reimbursement for personal vehicle mileage will be at the government rate from home to NIH.
- Reimbursement for bus mileage should not exceed the cost of travel with a personal vehicle from the same location.
- Receipt(s) required.

Long distance travel (personal vehicle (POV), bus) = 62.5 cents/mile

- Long distance is defined as greater than 50 miles from home of record to the NIH campus.
- Total mileage will only be reimbursed up to the cost of government airfare for the same route.
- No payment for taxis unless by OCD pre-approved exception.
 - Long-distance taxis can't be booked via the CC patient transportation desk. Receipts are required for reimbursement only.
- No rental cars.
- Bus fare will be reimbursed with receipts. Cannot exceed POV mileage reimbursement for the same route.

Meals:

No reimbursement for meals except for the following instances:

- Pediatric participants age 21 and under staying at The Children's Inn will be given \$8.00/day for participant; \$15/day for one parent/guardian.
- If the pediatric participant age 21 and under is hospitalized, the \$8.00/day will be stopped; the \$15.00/day for one parent/guardian will be continued.
- If NCI requires the presence of an attendant/guardian for a participant over 21 years of age after discharge staying in the local area, one individual will receive \$15.00/day for meals, e.g., transplant patients.

Lodging:

- Hotels: \$120.00/night per participant
- The Children's Inn will be paid in full by NCI
- Safra Lodge will be paid in full by NCI
- If participant staying with friends/family: \$20.00/night

Guardian:

- If pediatric protocol participant age 21 or under is an out-patient, lodging for the participant and guardian will be primarily provided at The Children's Inn which will be paid in full by NCI.
 - If there is no vacancy, and a hotel reservation is necessary, \$120/night will be paid for the participant. No additional reimbursement for the guardian who is required to stay with the participant.
- If pediatric protocol participant age 21 and under is hospitalized in the Clinical Center (CC), a parent/guardian is required to stay with the child in the CC.

- While a participant is hospitalized, there is no lodging payment for an attendant/guardian.
- Upon discharge, if a guardian is required by the protocol, NCI will pay for long distance transportation and lodging of \$120/night for one caregiver.

EXCEPTIONS

- **ALL exceptions must be pre-approved by the Office of the Clinical Director, using the electronic form submission process: <https://forms.office.com/g/STJbYgCWCM>**
- Once exceptions are approved:
 - See [CCR SOP ADCR-4](#) Step 5 for ATV instructions
 - For travel exceptions, notify the voucher office
 - Send the approved travel exception and ATV# to CC-PSSDVoucherOffice@mail.nih.gov (via encrypted email)

For a brief summary of the travel policy, please see the patient handout.