

**SOP#: ADCR-5**

**Travel and Lodging Reimbursement for Center for  
Cancer Research (CCR) Clinical Research Participants,  
Pediatric Guardians, and Authorized Attendants**

**Version #: 4.0**

**Next Review Date: 4/2025**

**Approved Date: 4/2024**

**Review Interval Period: Annual**

**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*:

National Institutes of Health (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 National Cancer Institute (NCI) protocol enrollees and approved 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 and lodging expenses for participants in clinical research protocols within the CCR, NCI, at the NIH campus in Bethesda, Maryland.

**SCOPE**

This policy applies to clinical research protocol participants, parent/guardian of pediatric protocol participants aged 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 provided when arranged via the NIH Clinical Center Patient Travel Office.

If financial assistance is required to participate in a clinical trial, exceptions to this policy and supplemental reimbursement may be available for those that qualify.

## RESOURCES

- NIH Medical Administrative Series (MAS)
  - [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](mailto:nciocdpatientcarerequests@mail.nih.gov)

## PROCEDURES

### Screening and First Visits:

- CCR does not provide or reimburse for travel and lodging for screening or first visits to the NIH Clinical Center. Travel and lodging arrangements are the responsibility of the individual.
  - Should financial assistance be required to participate in a clinical trial, support may be available for those that qualify. See the section below on exceptions for additional information.

### Travel:

- Flights and train are paid in full if booked through the NIH Clinical Center (CC) Patient Travel Office. 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.
- The required method of booking flights and train is through the CC Patient Travel Office.
- In rare, pre-approved circumstances, participants may be able to 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 OCD exception. If changes or cancellations are required, participants are responsible for associated costs.
- NCI 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 provided.
- Rental cars are not authorized.
- Travel and lodging arrangements are authorized only for dates immediately surrounding the scheduled appointments (day before/day after, assuming same day reservations are not possible).

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

- NCI has defined local travel as equal to or less than 50 miles from home of record to the NIH main campus in Bethesda, Maryland.
- Participants should use the NIH shuttle service (airport and hotels) to the furthest extent possible.
- Reimbursement for local travel expenses may be provided by pre-approved OCD exception only for:
  - Metro or bus mileage (should not exceed the costs of travel with a personal vehicle from home of record to NIH).
  - Personal vehicle mileage at the government rate from home of record to NIH.
  - Taxi arranged by the research team via the NIH Clinical Center Transportation Desk.

**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.
- Rental cars are not authorized.
- Bus fare may be reimbursed with receipts and cannot exceed POV mileage reimbursement for the same route.

**Meals:**

No meal vouchers will be provided except for the following instances:

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

**Lodging:**

- Hotels: Reimbursement of nightly lodging rate up to \$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; exceptional approval may apply.
- If participant staying with friends/family: \$20.00/night.

**Guardian/Caregiver:**

**Pediatric Participants (21 and under)**

- If the pediatric protocol participant aged 21 or under is an outpatient, lodging for the participant and parent/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, up to \$120.00/night will be reimbursed to the participant. There will be no additional reimbursement for the parent/guardian who is required to stay with the participant.
- If the pediatric protocol participant aged 21 and under is hospitalized in the Clinical Center (CC), a parent/guardian is required to stay with the participant in the CC and no lodging will be provided.

**Participants over the age of 21**

- NCI does not support lodging or travel arrangements/reimbursement for attendants/caregivers for participants over the age of 21 other than for circumstances required per the research protocol.
  - Should a participant be hospitalized for greater than or equal to one week for a protocol-mandated procedure, and require a caregiver approved by NCI, lodging arrangements may be approved for a maximum of 14 days. Extensions may be granted by pre-approved OCD exception only.
- Upon discharge, if a guardian is required per the protocol, NCI will pay for long distance transportation and lodging reimbursement up to \$120.00/night for the participant and one

caregiver. Should the participant be hospitalized, it is expected that the caregiver will stay with the patient in the Clinical Center and no lodging reimbursement will be provided.

### **EXCEPTIONS**

To address barriers to clinical trials participation based on financial need, supplemental reimbursement may be requested by exception.

- **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](mailto:CC-PSSDVoucherOffice@mail.nih.gov) (via encrypted email)

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