



NATIONAL CANCER INSTITUTE
Center for Cancer Research

Welcome to the Center for Cancer Research (CCR) at the National Cancer Institute (NCI). This handout includes information on our travel and lodging reimbursement policy.

CCR does not provide or reimburse for travel and lodging for screening or initial visits to the NIH Clinical Center. Travel and lodging arrangements are the responsibility of the individual. 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.

If you have any questions, please direct them to your research team point of contact.

Transportation <i>Travel reservations are only authorized for dates immediately surrounding appointments at the NIH Clinical Center.</i>		
	Local (less than 50 miles from home of record to NIH)	Long Distance (greater than 50 miles from home to NIH) International Participants (port of entry in the U.S. to NIH)
Air/Train	Not authorized.	Required booking method: NIH Clinical Center Patient Travel Office. Costs will be paid in full by NIH. Rare exceptions may be requested by your research team for review and decision. These include: <ul style="list-style-type: none"> • Booking travel arrangements on your own. <ul style="list-style-type: none"> ○ Costs will be reimbursed to you at the government rate only. ○ You will be responsible for any costs related to changes/cancellations. • Guardian/Caregiver: If a guardian or caregiver is required to travel with you for protocol-mandated reasons, NIH may pay for long distance transportation for one person. Luggage: Reimbursement for one (1) checked bag per government paid reservation.
Personal Vehicle	Not authorized*	Reimbursement for mileage at the government rate from home of record to NIH, not to exceed the cost of an airline ticket from the same location.
Bus	Not authorized*	Reimbursement for bus fare not to exceed the cost of personal vehicle mileage for the same route. Receipts are required.
Taxi/Metro	Not authorized*	Not authorized.

*Exceptions may be made for travel reimbursement should participation be dependent upon financial need. Please refer to your research team for more information.

Lodging – for non-local patients only			
<i>Lodging reservations are only authorized for dates immediately surrounding appointments at the NIH Clinical Center.</i>			
	Hotel	Staying with friends/family	Pediatric (21 and under)
Rate/Details	Reimbursement for the cost of your reservation, not to exceed \$120.00/night.	\$20.00/night	Outpatient: NIH Children’s Inn, paid in full by NCI. Inpatient: Parent/guardian will stay with the patient in the NIH Clinical Center.

Meals		
	Pediatric (21 and under)	Adult (over 21)
Rate/Details	Staying at the NIH Children’s Inn: \$8.00/day for patient \$15.00/day for one parent/guardian	Inpatient: \$15.00/day for one caregiver/guardian If meal trays are approved, \$15.00/day for one caregiver/guardian will not be provided. Outpatient: \$0; meals not provided

NIH Clinical Center Patient Travel Office
 Monday – Friday, 8 a.m. - 5 p.m.
 1-866-227-9339