

**Mission: Lifeline STEMI
and Acute Stroke Conference
May 29-30, 2013
Guidance for Travel Scholarships**



To: North Dakota statewide STEMI and Acute Stroke Partners

Re: Travel Scholarship for the May 29-30, 2013 STEMI and Acute Stroke Conference

Travel scholarships are available to individuals who will be attending the Mission: Lifeline STEMI and Acute Stroke Conference on May 29-30, 2013. Travel scholarships are available on a first come first serve basis until all available funds are awarded.

Travel scholarships are intended to provide support so people attending the conference from distances of 50 miles roundtrip or more may get help in making travel less difficult due to budget constraints. If there is more than one person from your organization that is attending the conference, we ask that you please plan to travel together whenever possible to save monies allocated for travel support.

Travel scholarships will reimburse costs associated with mileage, meals (not provided during the conference) and/or hotel lodging costs. All travel costs will be calculated according to current state policy and rates.

Who is eligible for travel scholarships and what is the reimbursement?

- **Conference attendees who are driving 50 miles and greater round trip**
 - Mileage at the state rate of 0.565/mile
 - Travel is to be determined from your home residence to the conference location (Best Western Ramkota Hotel in Bismarck, 800 South 3rd Street, Zip Code: 58504) and return to home.

- **Conference attendees who are driving 120 miles or greater round trip**
 - Mileage at the state rate of 0.565 per mile and meals not provided during the conference
 - Hotel stay is for May 29 at the state rate of \$69.30 plus tax. A copy of the hotel receipt must be provided at the time the travel voucher is submitted at the completion of the conference. If two people are sharing a room, a receipt for the allowed total amount to be reimbursed must be provided by at least one of the room occupants. Reservations are available at several hotels:

Name of Hotel	Reservation Phone #	Group Block Name	Room Rate (Plus Applicable Taxes)	Amount of Travel Scholarship	Date Block of Rooms will be Released
Best Western Ramkota Hotel 800 S. 3rd Street Bismarck, ND 58504	701.258.7700 800.528.1234	Stroke & STEMI Conference	\$91.00	\$69.30 plus tax	May 10, 2013
Expressway Inn Hotel 200 E. Bismarck Expy. Bismarck, ND 58504	701.222.2900 800.456.6388	Stroke Conference 2013	\$69.30 – 1 person \$89.95 – 2 people	\$69.30 plus tax- 1 person \$89.95 plus tax- 2 people	May 8, 2013
Expressway Suites Hotel 180 E. Bismarck Expy. Bismarck, ND 58504	701.222.3311 888.774.5566	Stroke Conference 2013	\$69.30 – 1 person \$89.95 – 2 people	\$69.30 plus tax- 1 person \$89.95 plus tax- 2 people	May 8, 2013
Radisson Hotel 605 E. Broadway Ave. Bismarck, ND 58501	701.255.6000 800.333.3333	Stroke Conference	\$69.30 – 1 person \$89.30 – 2 people	\$69.30 plus tax- 1 person \$89.30 plus tax- 2 people	April 29, 2013

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- **Conference attendees traveling as a passenger with another conference attendee traveling 120 miles or greater roundtrip** may apply for travel scholarships for reimbursement of hotel costs and meals not provided during the conference.

You must complete and return the travel scholarship application form to be eligible to have funds reserved for reimbursement of your travel expenses.

Please complete and return the travel scholarship request form.

Scholarship request forms are to be submitted via e-mail at cscherr@nd.gov or fax at 701.328.2036 no later than noon on May 20, 2013. **You will receive an e-mail notice when your application is received.**

Applications will be reviewed in the order they are received. An e-mail notice of scholarship award will be sent until all funds are awarded. Applicants who submit travel scholarships after all funds are spoken for will be notified by e-mail if scholarships are no longer available.

Travel Scholarship Requirements:

- *All travel reimbursements must be pre-approved.*
- Participants requesting travel scholarships must attend the entire workshop.
Conference participants who leave the conference early will not be reimbursed.
- **A travel voucher verifying your travel expenses must also be completed at the conclusion of the workshop to finalize the reimbursement amount. You will need to check in with event staff at the registration table to complete the verification form.**
- No early travel reimbursement requests will be paid prior to the conference.
- Payments for all approved travel scholarships will be sent out by check following the conference. **Please note:** it may take up to four weeks to receive reimbursement for travel costs associated with the conference. If you do not receive payment by July 8, 2013, please call 1.800.280.5512 (press 4) or 701.328.2367 and request to speak with Carleen Scherr.

For any questions regarding conference travel scholarships, please e-mail cscherr@nd.gov or call 1.800.280.5512 (press 4) or 701.328.2367.