



ADNI



January 7, 2005

From: Dr. Michael Weiner

To: ADNI Steering Committee Members

The Alexander All Suite Ocean Front Resort
5225 Collins Avenue
Miami Beach, FL 33140
Telephone: (305) 341.6500
Toll Free: (800) 327-6121
<http://www.alexanderhotel.com>

The Spring Steering Committee meeting will be held in Miami Beach, Florida on Monday, April 11, 2005. The meeting will begin at 8:00 a.m. and will conclude at 1:00 p.m. A detailed agenda will be provided approximately 2 weeks before the meeting.

The meeting will be held at The Alexander Ocean Front Resort, which is located 15 minutes from the Miami International Airport.

Reservations must be made **no later than Monday, March 7, 2005**. After this date, any unused rooms in the block will be released. Reservations will then be made on a space available basis, and the group rate cannot be guaranteed. Room cancellations must be received by the hotel 48 hours prior to arrival in order to guarantee a full refund.

The Coordinating Center will reimburse our negotiated contract rate of \$169.00 (plus taxes) for Sunday April 10th, and Monday April 11th, if you are unable to secure a return flight that would allow you to return home at a reasonable hour. When making reservations you must have a credit card to guarantee the reservation. When you phone the hotel, our group is listed as "**ADCS/UCSD**". The hotel telephone number is listed at the top of this page.

- **Please RSVP to Elizabeth Shaffer (eshaffer@ucsd.edu) confirming your attendance, and indicate if you will require vegetarian meals.** We require this information so that we are able to order a sufficient number of meals and to meet our room block.

Looking forward, the Fall Steering Committee meeting will be held on September 26, 2005 in San Diego, California. The hotel location and meeting times will be provided at a later date.

EXPENSE REIMBURSEMENT GUIDELINES FOR ADCS AND ADNI MEETINGS

HOTEL ACCOMODATIONS

It is preferred that you stay at the hotel that the ADCS has contracted with. You will be reimbursed for your Hotel expenses for the dates of the meeting only for the negotiated room rate, plus taxes, as outlined in the meeting invitation. You will not be reimbursed for phone calls, room service, movies, mini bar or other incidentals. Reimbursement is for the night before the meeting, and the night of the meeting when our meeting ends at 5:00 pm and you would not be able to obtain a flight home at a reasonable time. If you stay at another hotel, you will be reimbursed at the negotiated price of our contracted hotel.

MEALS

We do not require receipts for meals, but we do ask you to fill out the meal section of the expense form provided to you at the meeting. Enter your meal expenses in the areas provided, not to exceed \$50.00 per day. When meals are provided during the meeting, it will be indicated on the reimbursement form and a maximum of \$25.00 will be reimbursed for dinner those nights.

AIRFARE

Round trip, coach class airfare must be purchased at least 14-days in advance of the meeting.

Tickets purchased late will be adjusted to the advance purchase rate. We do not pay change fees for airfare unless it has been pre-authorized. Airfare will be reimbursed from your home city to the meeting destination only.

IRS / UCSD POLICY ON ELECTRONIC / INTERNET AIRLINE TICKETS

"Electronic receipts are considered valid supporting documentation provided that the level of detail is equivalent to that of an acceptable paper record. For example, an electronic receipt must show the name of the payee, the amount of the charge, the transaction date, and the form of payment" [ie: MasterCard, Visa etc.]

If you purchased a ticket electronically, be sure to print out a copy of the email confirmation that shows the amount of the ticket and the form of payment, NOT just the itinerary. Expense reports NOT meeting this requirement will be delayed until you can provide this information.

GROUND TRANSPORTATION: Mileage, Taxi's, Shuttles, etc.

Round-trip ground transportation includes the following: Taxi's, Shuttles, Rapid Rail System, and Metro.

- ◆ Home (or office) to airport and airport to home (or office)
- ◆ A maximum of \$65.00 is allowed each way. **Receipts are required.**

Parking fees

- ◆ Parking at your home airport for the night(s) required to attend the meeting
- ◆ If your ticket indicates you have a longer stay than the meeting, your parking will be pro-rated
- ◆ Parking at the hotel for the night of the meeting *only if you drove to the meeting*

Mileage

Please indicate on the expense report your mileage from your home or office to the airport as a ROUND TRIP number. Please Do Not fill in any dollar amounts. We will calculate your mileage based on UCSD mileage standards. Reports that do not have a vehicle license number in the required area will not be reimbursed.

Original Receipts, including the Airline Passenger Receipt are to be submitted within 30 days to **Fiona Cudiamat**. Should you require additional time, please contact Fiona prior to the deadline. Any expenses received after 30 days will be paid at the discretion of this office. fcudiamat_adcs@ucsd.edu (858) 622-5870.