

National Conference of Appellate Court Clerks

TRAVEL, EXPENSE AND REIMBURSEMENT INFORMATION For Speakers at the 35th Annual Meeting August 1-8, 2008 Pittsburgh, PA

2008 Contact: Rory L. Perry II, NCACC Program Chair
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Reimbursement for speakers: Speakers who attend the annual meeting and give presentations to the NCACC membership are eligible for reimbursement of their expenses, as follows:

1. Round trip non-refundable coach airfare from the speaker's place of residence to the Pittsburgh International Airport purchased at least 14 days in advance of travel;
2. If the speaker chooses to drive, mileage at the federal government mileage rate, not to exceed the cost of airfare as specified above;
3. If driving, tolls incurred while driving;
4. Local ground transportation by least expensive reasonable means of travel both at the host city and the originating city (e.g., shuttle instead of rental car in most circumstances);
5. Actual meal expenses **as shown on receipts for meals** up to the federal per diem rate for each specific meal, provided that reimbursement will not be provided for any meals otherwise furnished by the conference;
6. Hotel accommodations for up to two nights at the Renaissance Pittsburgh Hotel.
7. NCACC will not reimburse travel expenses for guests of the speaker.

Reimbursement requests should be made within 30 days of the end of the conference and should be sent to the Program Chair at the address noted above. The Program Chair will verify the requested items and forward the request to the NCACC Treasurer for payment.

Travel arrangements for speakers: Speakers are responsible for making their own travel arrangements, including hotel reservations. Please contact the Renaissance Pittsburgh hotel directly at 1-800-468-3571. When registering, use the following codes: NCANCAA for one bed (King or Queen); NCANCAH for 2 Queen beds. **Hotel Reservations must be made by July 1, 2008.**

Attending conference events and bringing guests: Speakers are welcome to attend open conference sessions and social events during the day of their speaking engagement(s), and to attend conference events the evening before or after their speaking engagement, as applicable. Guests of speakers are also welcome. So that conference planning can proceed, **please complete the attached registration form** both for yourself and any guest(s) who may attend. Speakers who wish to make plans for an extended stay during the conference should contact the Program Chair before incurring any reimbursable expenses. Members of the NCACC who serve as speakers should also contact the Program Chair about reimbursable expenses.

Event Participation/Calculation of Fees

Event Description/Fee	Qty.	Fee	Total			
Member/Attendee: Registration deadline July 1, 2008. Fee includes vendor lunch, banquet, and the Critique Breakfast for registrant only.	x	\$300	=			
Non-member: Add \$100 to the above registration fee to cover NCACC dues. Not required for vendors.	x	\$100	=			
Retired Member: Fee does not include vendor lunch, banquet, or Critique Breakfast.	x	\$25	=			
Spouse/Guest/Child: Fee does not include vendor lunch, banquet, or Critique Breakfast.	x	\$25	=			
Late Fee: Add \$20 if registering after July 1, 2008.	x	\$20	=			
Vendor Lunch: Included in member registration; for all others, fee is \$25 per person.	x	\$25	=			
Banquet: Included in member registration; for all others, fee is \$65 per person. Please choose entrees on next page.	x	\$65	=			
Critique Breakfast: Are you attending? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Frank Lloyd Wright bus trip: Saturday, August 2 nd . Fee is \$50 per person.	x	\$50	=			
Golf Tournament: Tuesday, August 5 th . Fee includes greens & cart fee. Provide name and handicap info on next page.	x	\$55	=			
Kids' Movie Night Out: Thursday, August 7 th . \$15 fee is per child for 3 hours.	x	\$15	=			
Tennis Tournament: Details TBA, but if interested, provide names on the next page and sign up at meeting registration desk.						
Conference T-shirts:	Adult S	Adult M	Adult L	Adult XL	Adult XXL	Total Qty.
Adult T's - Quantity:						x \$15 =
	Youth S	Youth M	Youth L	Youth XL	Youth XXL	Total Qty.
Youth T's - Quantity:						x \$15 =
GRAND TOTAL ENCLOSED WITH REGISTRATION FORM:						
<p style="text-align: center;">HOTEL RESERVATIONS <i>must be made by July 1, 2008</i></p> <p>The Renaissance Pittsburgh Hotel has a block of rooms (under the name ANCACCC@) that will be held until July 1, 2008. Please make your reservation as soon as possible to ensure room rate and that our room commitment is met. Reservations can be made with the hotel directly at 1-866-454-4400 or online (http://www.marriott.com/hotels/travel/pitbr-renaissance-pittsburgh-hotel).</p> <p>Please use the following codes: NCANCAA for one bed (King or Queen); NCANCAH for 2 Queen beds.</p>				<p>Please make checks payable to NCACC 2008 and return to:</p> <p>Irene M. Bizzoso, Esq., Deputy Prothonotary Supreme Court of Pennsylvania P.O. Box 624 Harrisburg, PA 17108 ATTN: NCACC</p>		

Event Planning Worksheet

How many in your party will attend the following events:

Saturday, August 2:

_____ Executive Committee Meeting (Committee members only)

_____ Frank Lloyd Wright Bus Trip (\$50 per person)

Sunday, August 3:

_____ Reception sponsored by BNA & NCACC

Monday, August 4:

_____ Dinner and tour of Heinz Memorial Museum sponsored by Thomson West

Adults: _____ Children (and ages): _____

Tuesday, August 5:

_____ Past Presidents=Breakfast (Past presidents only)

_____ Golf Tournament (\$55 per person)

Name of Participant & Handicap: _____

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Name of Participant & Handicap: _____

Wednesday, August 6:

_____ Fun Run/Walk at 7am, along the North Shore River Trail

_____ Vendor Lunch (Retirees & guests: \$25 per person)

_____ TBA Social Event: Adults: _____ Children (and ages): _____

Thursday, August 7:

_____ Former Hosts' Breakfast (Former hosts only)

_____ Banquet - Please choose from the following entrees (indicate quantity) (Retirees & guests: \$65 per person)

_____ **Grilled Filet Tenderloin of Beef** (*Merlot Demi Glace; served with Rosemary Roasted Fingerling Potatoes and Steamed Broccolini*)

_____ **Spiced Pecan Crusted Salmon** (*Mango and Papaya Salsa; served with Pesto Whipped Potatoes and Sautéed Baby Carrots*)

_____ **Mediterranean Portobello** (*Sautéed Spinach and Cous Cous with Roasted Peppers and Vegetables*)

_____ Kids' Movie Night Out (\$15 per child)

Friday, August 8:

_____ Critique Breakfast (Registered members only)

TBA:

_____ Tennis Tournament: Name of Participant: _____

Name of Participant: _____

Name of Participant: _____

Name of Participant: _____