

National Conference of Appellate Court Clerks

TRAVEL, EXPENSE AND REIMBURSEMENT INFORMATION For Speakers at the 37th Annual Meeting August 7-13, 2010 Whitefish, MT

2010 Contact : Cynthia Rapp, 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 expense, as follows:

1. Round trip non-refundable coach airfare from the speaker's place of residence to the Glacier Park 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 costs 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)(there is a free shuttle from the Glacier Park Airport to the Grouse Mountain Lodge);
5. Actual meal expenses as shown on receipts for meals up to the federal per diem rate for each specific meal, provided that the reimbursement will not be provided for any meals otherwise furnished by the conference;
6. Hotel accommodations for up to two nights (at the single room rate) at the Grouse Mountain Lodge in Whitefish, MT.
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 listed 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 Grouse Mountain Lodge directly at 1-800-321-8822 our booking code is NCACC. Reservations must be made by May 7, 2010 to receive our discounted room rate of \$175.00. www.grousemountainlodge.com

Attending conference events and bringing guests: Speakers are welcome to attend open conference sessions and social events during the day of the 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 the conference planning can proceed, please complete the attached registration form for both 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.