



Announcement SEARCH

The National Consortium for Justice Information and Statistics

7311 Greenhaven Drive, Suite 270 • Sacramento, California 95831
(916) 392-2550 • Fax: (916) 392-8440 • www.search.org

2013 SEARCH Annual Membership Group Meeting

Tuesday, July 23 – Thursday, July 25, 2013 ■ Sacramento, California

Board of Directors Meeting: Monday, July 22, 1–5 p.m.

Awards Reception and Dinner: Tuesday, July 23, 6–9 p.m.

The next meeting of the SEARCH Membership Group is scheduled for July 23–25, 2013, in Sacramento, California. The Board of Directors will meet on Monday afternoon, July 22. The following arrangements have been made:

Registration To register with SEARCH for meeting and reception attendance, please complete the registration form at <http://www.search.org/about/membership/register>

Hotel SEARCH has reserved a block of rooms at the Sheraton Grand Sacramento, 1230 J St., Sacramento, CA 95814. The group room rate is \$99.00 single occupancy, plus state and local taxes, fees, and assessments. This special group rate is available for the nights of July 19–27, 2013.

When making room reservations, be sure to **identify yourself with SEARCH Group** to receive the preferred rate. **The reservation cutoff date is June 28, 2013.**

Online reservations <https://www.starwoodmeeting.com/Book/SEARCH>

Toll-free phone reservations: 1-800-325-3535

Note: In the event you make your room reservations within the SEARCH-reserved block and you check out prior to your reserved checkout date, the hotel will add an early departure/ checkout fee to your individual account. If you need to check out early and you wish to avoid an early checkout fee, please advise the Hilton at or before check-in of any change in planned length of stay.

Transportation Airline travel is to Sacramento International Airport (SMF) (the airport's website is <http://www.sacramento.aero/smf/>). The Sheraton is located approximately 12 miles from the airport. Transportation to the hotel is either by SuperShuttle or cab. The SuperShuttle runs Monday through Friday from 4:55 a.m. to 5:55 p.m. and stops at the hotel every half hour at 25 and 55 past the hour. Fare is \$13 one way. (Outside these stated times and weekends are by reservation only.) Pick up the shuttle outside the baggage claim area and it will drop you in front of the hotel. The shuttle can take 30–45 minutes, depending on traffic. The hotel always suggests making a reservation for the [SuperShuttle](http://www.super-shuttle.com) (800-258-3826). Cab fare is roughly \$40 one way.

Meeting Hours and Dress Code	<u>Monday, July 22</u>	<u>Tuesday, July 23</u>	<u>Wednesday, July 24</u>	<u>Thursday, July 25</u>
	Business Casual	Business	Business Casual	Business Casual
	Board of Directors 1–5 p.m.	New Member Orientation Breakfast 7:30–8:30 a.m. Membership Group 9 a.m.–5 p.m. Awards Reception/Dinner 6–9 p.m.	Membership Group 8:30 a.m.–5 p.m.	Membership Group 8:30 a.m.–12 noon

NOTE TO SEARCH MEMBERSHIP: You are responsible for making your own travel arrangements; please use your familiar resources for your travel to Sacramento. You will, of course, need to include your air travel receipt when requesting reimbursement for travel.



Questions?

Contact Nina Sullivan: nina@search.org or 916/392-2550 ext. 200

SEARCH Travel Reimbursement Guidelines

Please carefully review SEARCH's guidelines and policies below to understand what travel expenses are authorized for reimbursement.

EVENT NAME 2013 SEARCH Annual Board and Membership Meeting
LOCATION Sacramento, California
DATE July 23-25, 2013

AIR TRAVEL

You must make your own air travel arrangements for your travel to and from the event location. Please secure the best airfare rates by booking airline tickets at least 14 days prior to departure. **Reimbursement will be provided for a commercial coach class airfare, and must be supported by receipts. Seating upgrades are not authorized and will not be reimbursed, except for those with physical or medical conditions requiring such. In the presence of such a condition, upgrades must be pre-approved, and the approval must accompany the attendee's reimbursement form.** For reimbursement purposes, a copy of the actual airfare payment receipt is required rather than an itinerary copy.

HOTEL ARRANGEMENTS

You are responsible for making your lodging reservations and paying hotel charges upon checkout. A block of rooms has been set aside for this event. You must complete your hotel registration by the **June 28, 2013, cut-off date** and use the **link provided** below to receive the discounted room rate. SEARCH will not reimburse any hotel room or amenity upgrades in addition to those outlined. Upgrades will be at the attendee's expense. Please note that you must stay at the event hotel to be reimbursed, and your hotel receipt is required for reimbursement. If choosing to stay at the hotel before or beyond the conference dates, the additional dates will be at the attendee's expense.

For attendance confirmation and project planning purposes only, attendees give their consent for the event host hotel to provide reservation information to SEARCH. This information will contain no personally identifiable information other than name and room details.

Hotel Name Sheraton Grand Sacramento
Hotel Address 1320 J Street, Sacramento, CA 95814
Hotel Phone 916-447-1700
Registration Cut-Off June 28, 2013
Registration Site <https://www.starwoodmeeting.com/Book/SEARCH>
Negotiated Room Rate \$99.00 per night
Tax and Fees \$14.94 per night

DRESS CODE

Day 1: Business; Additional Days: Business Casual

GROUND TRANSPORTATION

If you drive a private car to the meeting, SEARCH will reimburse your total miles driven at the prevailing GSA mileage rate. Total private vehicle costs cannot exceed the lowest available airfare from your home city to the event location. For air travelers, mileage between your home and the airport will be reimbursed at the GSA rate. Transportation related directly to attendance will be reimbursed by SEARCH **when supported by receipts**, including standard taxi and/or airport shuttle costs to and from the airport, hotel and meeting site. Home airport parking will be reimbursed.

Current GSA Mileage Rate \$0.565 per mile

**GROUND
TRANSPORTATION
(CONTINUED)**

Transportation from Sacramento International Airport is available by SuperShuttle. Shuttle fee is \$13.00 each way. Phone 800-BLUE-VAN.

RENTAL CAR

Car rentals are not authorized, and will not be reimbursed.

**MEALS &
INCIDENTALS**

SEARCH reimburses the *actual* costs of meals and incidentals up to the allowable General Services Administration (GSA) rate for the event location. Meals and Incidentals are reimbursed at 75% on travel days, unless return/arrival is later than midnight. In those cases, the travel day is reimbursed at 100%, and the next day at 75%.

Current GSA Rate \$61.00

Current GSA Rate
Breakdown Per Day
(Receipts not
Required)

Breakfast	\$10.00	<i>(Those attending the New Members Orientation Breakfast on Tuesday, July 23 will not be reimbursed for breakfast that day)</i>
Lunch	\$15.00	
Dinner	\$31.00	<i>(Those attending the SEARCH Networking Reception and Awards Dinner will not be reimbursed for dinner on Tuesday, July 23)</i>
Incidentals	\$ 5.00	

75% Travel Day Rate \$45.75

OTHER EXPENSES

ALL OTHER EXPENSES MUST RECEIVE PRIOR APPROVAL. Any expenses other than those outlined above that are directly related to your work at the event must receive prior written approval from the sponsoring SEARCH Director in order to be reimbursed. Receipt(s) for these pre-approved expenses, accompanied by a copy of the Director's approval, must be submitted with the SEARCH Reimbursement form for the event.

**SPONSORING
SEARCH DIRECTOR**

Scott Came, Executive Director

**EXPENSES NOT
REIMBURSED**

- Long distance telephone calls
- Copies
- Internet access
- Hotel room upgrades and/or special services

**TRAVEL EXPENSE
REIMBURSEMENT
FORM**

A SEARCH Travel Reimbursement Expense form will be distributed at the meeting. This form must be completed and submitted, along with required supporting documents and receipts, within 10 business days of travel completion. **SEARCH will not be responsible for payment of any travel expenses that are not submitted within 10 business days of when the travel was completed.** Processing of reimbursements normally takes 10 days from receipt at SEARCH.

Submit forms to

SEARCH Group, Inc.
Attn: Nina Sullivan
7311 Greenhaven Drive, Suite 270
Sacramento, California 95831

**TRAVEL GUIDELINE
QUESTIONS?**

If you have any questions about these travel reimbursement guidelines, please contact Nina Sullivan at 916-550-9515 or by email at nina.sullivan@search.org