



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 Winter Membership Group Meeting

Wednesday, January 23 – Friday, January 25, 2013 ■ Portland, Oregon

Reception: Wednesday, January 23, 6–8 p.m.

Board of Directors Meetings: Tuesday, January 22, 1–5 p.m.

The next meeting of the SEARCH Membership Group is scheduled for January 23–25, 2013, in Portland Oregon. The Board of Directors will meet on Tuesday afternoon, January 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 Hilton Portland & Executive Tower, 921 SW Sixth Ave., Portland, OR 97204. The group room rate is \$89.00* single/double occupancy, plus 14.5% for state and local taxes, fees, and assessments. This special group rate is available for the nights of January 21–25, 2013.

When making room reservations, be sure to **identify yourself with SEARCH Group** to receive the preferred rate. **The special 3-digit code is NCJ. The reservation cutoff date is December 14, 2012.**

Online reservations <http://www.portland.hilton.com>

Toll-free phone reservations: 1-800-Hiltons

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 Portland International Airport (PDX) (the airport's website is <http://www.flypdx.com>). The Hilton is located approximately 12 miles from the airport. The hotel recommends using MAX Light Rail for transportation to and from the airport. Cost is \$2.40 per person each way, it takes about 20 minutes, and they have a pick up just outside of baggage claim. Exit the Pioneer Square stop and walk 2 blocks south on 6th Ave., the Hilton will be on the right. Shuttle service is available through Blue Star, 503-249-1837, (\$14.00 per person). Taxi (approx. \$35.00).

Meeting Hours and Dress Code

Tuesday, Jan. 22

Business Casual

Board of Directors
1–5 p.m.

Wednesday, Jan. 23

Business

New Member
Orientation Breakfast
7:30–8:30 a.m.

Membership Group
9 a.m.–5 p.m.

Networking Reception
6–8 p.m.

Thursday, Jan. 24

Business Casual

Membership Group
8:30 a.m.–5 p.m.

Friday, Jan. 25

Business Casual

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 Portland, Oregon. You will, of course, need to include your air travel receipt when requesting reimbursement for travel.



Questions?

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

SEARCH Travel Reimbursement Instructions

Please carefully review SEARCH's policies below to understand what travel expenses are authorized for reimbursement. We look forward to your participation in the **2013 Winter Membership Group Meeting in Portland, Oregon.**

✓ AIR TRAVEL

You must make your own air travel arrangements for your travel to and from **Portland, Oregon.** Please secure the best airfare rates by booking airline tickets at least 14 days prior to departure. **Reimbursement will be on a commercial coach class airfare, and 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.

SEARCH has reserved a block of rooms at the Hilton Portland & Executive Tower, 921 Southwest 6th Avenue, Portland, OR 97204. For reservations, visit www.portland.hilton.com. Use the special 3-digit code **NCJ** to receive the group rate. You may also call the hotel directly at **503-226-1611** or use the Hilton toll free number 1-800-HILTONS. NOTE: the cut-off date to make reservations and receive the discounted rate is **Friday, December 14, 2012.**

SEARCH will reimburse your actual sleeping room expense up to **\$89.00 per night** plus **14.5%** tax. Note: You must stay at the Hilton Portland & Executive Tower to be reimbursed, and **your hotel receipt is required for reimbursement.** If you choose to stay at the Hilton Portland & Executive Tower before or beyond the conference dates, the additional dates will be at your expense.

For purposes of attendance confirmation and project planning purposes, attendees give their consent for Hilton Portland & Executive Tower to provide their reservation information to SEARCH.

✓ DRESS CODE

The attire for this meeting is **Business** on the first day and **Business Casual** thereafter.

✓ GROUND TRANSPORTATION

If you drive a private car to the meeting, SEARCH will reimburse your total miles driven at the current rate of **55.5 cents per mile.** Total private vehicle costs cannot exceed the lowest available airfare from your home city to your destination.

For air travelers, mileage between your home and the airport is reimbursed at **55.5 cents per mile.**

Transportation related directly to attendance at the meeting 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. In addition, airport parking will be reimbursed.

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

✓ MEALS

SEARCH reimburses the *actual* costs of meals and incidentals up to the allowable General Services Administration (GSA) rate for the locality. The GSA rate for **Portland, Oregon** is **\$66.00** maximum per day (receipts not required). The daily meals and incidentals breakdown is as follows:

Breakfast	\$11.00 maximum
Lunch	\$16.00 maximum
Dinner	\$34.00 maximum
Incidentals	\$ 5.00 maximum

Meals and Incidentals are reimbursed at 75% (\$49.50) 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%.

✓ OTHER EXPENSES

ALL OTHER EXPENSES MUST RECEIVE PRIOR APPROVAL. Any expenses other than those mentioned already that are directly related to your work at the **2013 Winter Membership Group Meeting** must receive prior written approval from **Ron Hawley** in order to be reimbursed, and must be supported by providing the written approval and a receipt for the expense.

SEARCH cannot reimburse the costs of long distance telephone calls, copies or Internet access; these are the sole responsibility of the participant and his/her agency.

✓ TRAVEL REIMBURSEMENT EXPENSE FORM

You will be given a Travel Reimbursement Expense form at the meeting. Please submit your completed form and all appropriate receipts ***within 10 business days of the conclusion of the meeting*** to:

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

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 reimbursement requests normally takes 30 days from receipt at SEARCH.

If you have any questions, please contact **Nina Byrom, Administrative Assistant**, at **nina.byrom@search.org** or (916) 392-2550, extension 200.