



Announcement SEARCH

The National Consortium for Justice Information and Statistics

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2014 SEARCH Annual Membership Group Meeting

Tuesday, July 29 – Wednesday, July 30, 2014 ■ Salt Lake City, Utah

Board of Directors Meeting: Monday, July 28, 1–5 p.m.

The next meeting of the SEARCH Membership Group is scheduled for July 29–30, 2014, in Salt Lake City, Utah. The Board of Directors will meet on Monday afternoon, July 28. 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/membership/meetings/2014-search-annual-membership-group-meeting/>.

Hotel SEARCH has reserved a block of rooms at the Sheraton Salt Lake City Hotel, 150 West 500 South, Salt Lake City, UT 84101. The group room rate is \$103.00 single occupancy, plus state and local taxes, fees, and assessments. This special group rate is available for the nights of July 24–August 2, 2014.

When making room reservations, be sure to use the group code **SEARCH Block** to receive the preferred rate. **The reservation cutoff date is July 7, 2014.**

Online reservations [2014 SEARCH Annual Membership Group Meeting](#)

Toll-free phone reservations: 1- 888-627-8152

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 hotel at or before check-in of any change in planned length of stay.

Transportation Airline travel is to Salt Lake City International Airport (SLC) (the airport's website is <http://www.slcairport.com/>). The Sheraton is located downtown, approximately 7 miles from the airport. The hotel offers complimentary shuttle transportation to and from the airport. Cab fare is roughly \$20 one way.

Meeting Hours and Dress Code	<u>Monday, July 28</u>	<u>Tuesday, July 29</u>	<u>Wednesday, July 30</u>
	Business Casual	Business	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.

NOTE TO SEARCH MEMBERSHIP: You are responsible for making your own travel arrangements; please use your familiar resources for your travel to Salt Lake City. Please save your receipts for airfare, hotel, and parking at your home airport, as you will need those for reimbursement following the meeting.



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 the travel expenses authorized for reimbursement.

EVENT NAME	2014 SEARCH Annual Membership Group Meeting
LOCATION	Salt Lake City, Utah
DATE	July 29–30, 2014
AIR TRAVEL	<p>You must make your own air travel arrangements to and from the event location; reimbursement is for a commercial coach class airfare.</p> <p>Situations that require pre-approval of the SEARCH Executive Director:</p> <ul style="list-style-type: none">• Airfares in excess of \$600. (Airfares exceeding \$600 without prior authorization will be reimbursed at \$600.)• Hotel room expenses that exceed the conference rate of \$103.00 per night, plus taxes and fees. (Rooms exceeding this rate without prior authorization will be reimbursed at the conference rate.)• Seating upgrades for those with physical or medical conditions requiring such.• Flights that use any airport other than the pre-approved meeting airport. The approved airport for this meeting is Salt Lake City (SLC). <p>All pre-approvals must accompany the attendee's reimbursement form.</p>
HOTEL ARRANGEMENTS	<p>You must make your own lodging reservations and pay hotel charges upon checkout. A block of rooms has been set aside for this event at the negotiated rate of \$103 per night, plus applicable taxes and fees. Please complete your hotel registration by the cut-off date of July 7, 2014, and provide the group code "SEARCH Block" 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. For hotel reimbursement, you must stay at the event hotel. If choosing to stay at the hotel before or beyond the conference dates, the additional dates will be at the attendee's expense. To accommodate travel schedules, please note that the discounted room rate will be available to attendees two days prior to and two days following this event.</p> <p><i>For attendance confirmation and project planning purposes only, attendees give consent for the event host hotel to provide reservation information to SEARCH. This will contain no personally identifiable information other than name and room details.</i></p>
Hotel Name / Address / Phone	Sheraton Salt Lake City Hotel 150 West 500 South, Salt Lake City, UT 84101 (801) 401-2000, Toll Free (888) 627-8152
Online Hotel Registration Link	2014 SEARCH Annual Membership Group Meeting (OR copy and paste the following link into a web browser) https://www.starwoodmeeting.com/StarGroupsWeb/res?id=1402260482&key=39514
Registration Cut-Off	July 7, 2014
Group Code	SEARCH Block
Negotiated Room Rate	\$103.00 per night, plus applicable tax and local fees (Total \$115.98 per night)
Tax Rate	12.6%
GROUND TRANSPORTATION	<p>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. SEARCH reimburses air travelers for the mileage between their home and the airport at the GSA rate, and reimburses home airport parking. SEARCH reimburses transportation costs related directly to attendance, including standard taxi and/or airport shuttle costs to and from the airport, hotel and meeting site.</p>

Current GSA Mileage Rate \$\$.56 per mile

RENTAL CAR

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

MEALS

SEARCH provides a meal allowance using the current GSA meals and incidental rate of the event location. Meals and Incidentals are reimbursed at 75% on travel days, unless return arrival is past midnight. In those cases, the travel day is reimbursed at 100%, and the next day at 75%.

Local Daily Rate **\$61.00**

Current GSA
Rate Breakdown Per Day
(Receipts not Required)

Breakfast	\$10.00	(If attending the New Member Orientation Breakfast hosted by SEARCH on July 29, this amount will be deducted from that day's Per Diem allowance.)
Lunch	\$15.00	
Dinner	\$31.00	(If attending the SEARCH Annual Awards dinner on July 29, this amount will be deducted from that day's Per Diem allowance.)
Incidentals	\$5.00	

75% Travel Day Rate **\$45.75**

According to the Federal Travel Regulation (FTR): "travelers are entitled to 75% of the prescribed meals and incidental expenses for one day travel away from your official station if it is longer than 12 hours. Please see FTR §301-11.101 (www.gsa.gov/ftr)."

OTHER EXPENSES

ALL OTHER EXPENSES MUST RECEIVE PRIOR APPROVAL. Any reimbursable expenses directly related to your work at the event—other than those outlined above—must receive prior written approval from the Executive Director.

SEARCH Executive Director

Scott Came, email scott.came@search.org

EXPENSES NOT REIMBURSED

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

TRAVEL EXPENSE REIMBURSEMENT FORM

An electronic version of the SEARCH Travel Expense Reimbursement Form will be available online in the Member Portal of the SEARCH website and Members will receive a link to the form once we get closer to the meeting. For those who prefer a hard copy of the form, it will be available at the meeting. You must complete and submit the form, 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 submitted outside this timeframe.** Processing of reimbursements normally takes 10 days from receipt at SEARCH.

REQUIRED DOCUMENTS AND RECEIPTS FOR REIMBURSEMENT

You must include a copy of your travel itinerary, actual airfare payment receipt, hotel receipt, transportation (taxi, shuttle, etc.) receipts, and receipts for any pre-approved expenses.

Submit completed form and receipts to:

SEARCH Group, Inc.
Attn: Nina Sullivan
7311 Greenhaven Drive, Suite 270
Sacramento, California 95831
Or email to nina@search.org

EVENT DRESS CODE

July 29 – Business; Other Days – Business Casual

TRAVEL GUIDELINE QUESTIONS?

For any questions about these travel reimbursement guidelines, please contact:

Nina Sullivan
Phone: 916-550-9515
Email: nina@search.org