



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

2014 SEARCH Winter Membership Group Meeting

Tuesday, January 28 – Thursday, January 30, 2014 ■ Jacksonville, Florida

Board of Directors Meeting: Monday, January 27, 1–5 p.m.

The next meeting of the SEARCH Membership Group is scheduled for January 28–30, 2014, in Jacksonville, Florida. The Board of Directors will meet on Monday afternoon, January 27. 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 Crowne Plaza Jacksonville Riverfront Hotel, 1201 Riverplace Blvd., Jacksonville, FL 32207. The group room rate is \$83.00 single occupancy, plus state and local taxes, fees, and assessments. This special group rate is available for the nights of January 24–31, 2014.

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

Online reservations: [2014 SEARCH Winter Meeting Registration at the Crowne Plaza](#)

Toll-free phone reservations: (888) 233-9527

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 Jacksonville International Airport (JAX) (the airport's website is <http://www.flyjax.com/>). The Crowne Plaza is located approximately 18 miles from the airport. Transportation to the hotel is either by GO Shuttle or cab. The fare for the shuttle is \$20 for the first person, and \$8 for each additional passenger. You do not need an advance reservation for pickup from the airport; however, a reservation is required for pickup from the hotel. The phone number for GO Shuttle is (904) 353-8880. Cab fare is roughly \$44 one way.

Meeting Hours and Dress Code	<u>Monday, January 27</u>	<u>Tuesday, January 28</u>	<u>Wednesday, January 29</u>	<u>Thursday, January 30</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. Networking Reception 6–8 p.m.	Membership Group 8:30 a.m.–5 p.m.	Membership Group 8:00 a.m.–11:30 a.m.

NOTE TO SEARCH MEMBERSHIP: You are responsible for making your own travel arrangements; please use your familiar resources for your travel to Jacksonville. 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

2014 SEARCH Winter Membership Group Meeting

LOCATION

Jacksonville, Florida

DATE

January 28–30, 2014

AIR TRAVEL

You must make your own air travel arrangements 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 **cut-off date** and provide the **group code** 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. 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.

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 / Address / Phone

Crowne Plaza Jacksonville Waterfront
1201 Riverplace Boulevard, Jacksonville, FL 32207
(904) 398-8800, Toll Free (888) 233-9527

Online Hotel Registration Link

<http://goo.gl/Dm6RC1>

Registration Cut-Off

December 28, 2013

Group Code

SEARCH

Negotiated Room Rate

\$83.00 per night, plus applicable tax and local fees (Total \$93.79 per night)

Tax Rate

13%

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

\$.0565 per mile

RENTAL CAR

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

MEALS

SEARCH reimburses the *actual* costs of meals and incidentals up to the allowable 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%.

Local Daily Rate

\$46.00

Current GSA
Rate Breakdown Per Day
(Receipts not Required)

Breakfast	\$ 7.00 (If attending the New Member Orientation Breakfast hosted by SEARCH, this amount will be deducted from that day's Per Diem allowance.)
-----------	--

Lunch	\$11.00
-------	---------

Dinner	\$23.00
--------	---------

Incidentals	\$ 5.00
-------------	---------

75% Travel Day Rate

\$34.50

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 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 Travel Reimbursement Form for the event.

Sponsoring SEARCH Director

Scott Came

EXPENSES NOT REIMBURSED

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

TRAVEL EXPENSE REIMBURSEMENT FORM

We will distribute a SEARCH Travel Expense Reimbursement form at the meeting. You must complete and submit this 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 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 completed form and receipts to:

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

EVENT DRESS CODE

January 28 – Business; Other Days – Business Casual

TRAVEL GUIDELINE QUESTIONS?

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

Contact

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