

ISMRRM 2018 Helpful Tips for Planning your Trip

Bonjour les amis!

Now is the time people are planning to attend the upcoming ISMRRM conference in Paris, France.

As many of you know this can be a very expensive conference!

Please secure that you have funds available and/or approval from your PI to attend the conference before you procure any flights, conference registration, lodging, etc. **Please provide me your grant or a copy of your approval if not funded by a grant as soon as possible.**

Guidelines for new ISMRRM attendees (and refresher for repeat attendees):

2018 ISMRRM conference in Paris reimbursement.

- **Original receipts** : airfare, lodging, ground transportation. Make sure receipts are detailed and reflect payment transaction. Dates should be within the conference dates, additional days will not be reimbursed. (Paris Lodging Rate \$441 per day)

- **Airport Parking vs. Taxi**: Parking at the airport can be reimbursed if it is less than taking a taxi roundtrip (including tip and airport charge). For this long conference, be sure to compare the costs.

- **Per Diem**: \$190/day Paris, CMRR typically reimburses 50% of per diem rate. Some destinations or specific dietary needs may require an exception. Dates should be within the dates of the conference additional days will not be covered. *NO GROUP DINNER TABS will be reimbursed, pay separately and collect per diem, but please dine together and enjoy the French cuisine!!

- **Reimbursement deadline**: Keep in mind everyone will be submitting their reimbursements and I must process them within **60 days of travel- please** turn them in as soon as you return.

- **Justification**: Be sure to provide a justification for your attendance, what is the benefit to the grant, or center? Titles of talks, poster, etc

NEW REQUEST for travelers:

<http://global.umn.edu/travelregistry/>

Please register your travel with the University, this is not an approval process this is for emergency purposes and I want you all to return safely!

Lastly, be mindful of our research dollar so we can continue to do this amazing work, shop for the best rates on airfare, lodging, etc.

Please contact [Nicole Wilkinson](#) if you have any questions on the information above.

Bon Voyage!