



Leaders in Applied Public Health Epidemiology

National Headquarters
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www.cste.org

CSTE is an organization that supports epidemiologists practicing at the state, territorial, tribal, and local levels.

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July 1, 2010

RE: NASHPV Rabies Compendium July 15-16, 2010

Dear Sponsored Traveler,

Support for the NASHPV Rabies Compendium Meeting for non-federal employees will be provided for airline transportation, ground transportation (excludes rental cars and taxi service other than transportation to and from the hotel and airport), hotel accommodations at the group rate for two nights, and per diem allowance. If you are unsure if an expense will be reimbursed, contact Lauren Rosenberg (lrosenberg@cste.org) for clarification. Please read the full disclosure of the CSTE Travel Support Guidelines that includes guidelines regarding expenses and cancellations at <http://www.cste.org/dnn/LinkClick.aspx?fileticket=xhvn6yKq7JY%3d&tabid=36&mid=396>.

Meeting location:

**Georgia Division of Public Health
Two Peachtree Street, NW
Atlanta, Georgia 30303-3186**

Transportation

Airline transportation will be provided to and from your originating city to the venue Atlanta, GA. Flight reservations must be made through the CSTE official travel agent, American Express (Gail Harris or Cissy Walker at 1.800.872.9954). **Airline reservations should be to be purchased as soon as possible.** The CSTE National Office must pre-approve travel arrangements not made through our travel agent in order for the traveler to receive reimbursement. If you have questions or need assistance with airline transportation, contact CSTE at (770) 458-3811.

Hotel Accommodations

Hotel: The exact hotel location will be announced soon, but it will be at the government per diem rate of \$140/night + tax

Per Diem

Meal expenses are reimbursed at the federal per diem allowance for Atlanta, GA of \$56.00 per day less any meals provided at the meeting.

Reimbursement Procedure

After the conference, complete the reimbursement form provided and include any receipts greater than \$25.00 and all airline boarding passes. Please send the signed expense reimbursement form to the CSTE National Office via mail or fax (address and fax number above). Expenses will not be reimbursed until after the meeting.

Sincerely,

Lauren Rosenberg, MPA
Associate Research Analyst