Speakers Pre-Trip Form

## South Central Telehealth Forum A Partnership between South Central, Mid- Atlantic, and Upper Midwest TRCs

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| **Name** |  |
| **Email** |  |
| **Cell Phone** |  |
| **Mailing Address** |  |
| **Hotel**  **Information** | The SCTRC will make your reservation and pay for the conference room rate and applicable taxes. Please indicate the dates of your stay:   * + July 31 & August 1   + August 1 & 2   + Staying one night (insert date here):\_\_\_\_\_\_\_\_\_\_\_   *A credit card is required for incidentals and any expenses outside of these dates.* |
| **Transportation** | Please indicate whether you are   * + driving   + flying * *If driving, reimbursement is 0.42 per mile from your home address to the conference hotel and back.* * *Flights must be* ***pre-approved*** * *A* ***free airport shuttle*** *is available through the conference hotel. Please use that. Cabs /other transportation between the airport and hotel are not reimbursable.* |
| **Driving** | Estimated mileage one way. Please use this link, which is our state agency approved site: <http://www.randmcnally.com/> |
| **Flying** | Flight to Nashville arriving from:  Returning to:  Flight dates:  Estimated cost:  *Flights must be pre-approved*. (regular/coach flight only–due to state agency regulations) |
| Contact | Contact [info@learntelehealth.org](mailto:info@learntelehealth.org) with travel questions. |