



Lung Cancer Workshop XI:

Tobacco-Induced Disease: Advances in Policy, Early Detection and Management

DATES: Friday, May 16, 2014 8:00 AM to 6:00 PM
Saturday, May 17, 2014 8:00 AM to Noon

LOCATION: Mount Sinai Medical Center
Icahn School of Medicine at Mount Sinai
Davis Auditorium, 2nd Floor
1470 Madison Avenue (between 101st & 102nd Streets)
New York, New York • USA

TRAVEL AND REIMBURSEMENT GUIDELINES INFORMATION

TRAVELING TO NEW YORK:

Air Travel - John F. Kennedy International Airport
LaGuardia Airport
Train - Penn Station
Driving - [Click here](#) for driving directions to the Hotel

TAXI SERVICE:

Taxi service from the airports and/or train station is the most convenient transportation to the hotel.

REIMBURSEMENT GUIDELINES FOR SPEAKERS:

Speakers who are participating in the Workshop are responsible for complying with the travel guidelines. Speakers will be reimbursed for all reasonable and necessary expenses incurred while traveling.

Reimbursable Speaker Expenses:

- Coach transportation (airfare, train, etc.)*
- Hotel accommodations (if other hotel accommodations are selected, reimbursement will be at the same rate, or lower, as stated in the Hotel and Reservation Information)
- Food and non-alcoholic beverages (excluding food during the Workshop)
- Personal car mileage at \$.565 per mile
- Parking (long-term at home airport, New York City)
- Taxis
- Tips for meals and cab fares up to 18%
- Tolls
- Public ground transportation

*Speakers are asked to make airline reservations as far in advance as possible to secure the lowest rates possible. If airline reservations are made after April 29, 2014, two weeks before the Workshop commences, reimbursement will be made at the rate of the two week cutoff date.

Non-Reimbursable Speaker Expenses: The following items will not be reimbursed:

- First-Class / business class transportation (airfare, train, etc.)
- Limos / private car
- Food purchased during Workshop hours
- Alcoholic beverages
- Mini-bar / honor refreshments
- Movies
- Parking / traffic violations
- Items in excess of reasonable expenses

Reimbursement Procedure: Reimbursement form with receipts must be sent to [Mary Ann Troyano](#) by the cut-off date of **June 20, 2014**. After that date, the books will be closed and reimbursements will not be made. The reimbursement form will be email to all speakers.