

# 2018 Natural Home Performance Conference

## ACCOMMODATIONS & REIMBURSEMENT

### DATES & VENUE

April 23 -26, 2018

**Philadelphia Marriott Downtown**  
1201 Market Street  
Philadelphia, PA 19107

### REGISTRATION

- **Registration:** \$775.00 (ends Thursday, March 22, 2018)
- **Late Registration:** \$875.00 (begins 12AM, Friday, March 23, 2018)

**CAAs:** Register at: <http://www.homeperformance.org/conferences/HPC18>

**Contractors:** Contact [kvigue@mainehousing](mailto:kvigue@mainehousing) to arrange reservations.

No refunds will be issued as of Friday, March 23, 2018. There is no fee to transfer a registration.

### AIR TRAVEL

**CAAs:** Please make flight reservations as soon as practical to assure the best rates possible.

**Contractors:** Contact [kvigue@mainehousing](mailto:kvigue@mainehousing) as soon as practical to arrange flight reservations.

### LODGING

**Philadelphia Marriott Downtown**  
1201 Market Street  
Philadelphia, Pennsylvania 19107  
1-877-901-6632

*\$219 per night (special rate)*

Lodging reservations should be made as soon as practical to ensure availability at the special conference rate. Lodging in excess of the special conference rate must be pre-approved by MaineHousing to be eligible for reimbursement.

### GROUND TRANSPORTATION

The Marriott Downtown does not provide shuttle service. However, shuttle service is available from the airport directly to the Marriott Downtown. Visit the airport website for more information.

Subway service \$8.00

Taxi fare \$30.00

Shuttle services average \$25

Please obtain receipts for reimbursement.

### MEALS

As part of the registration, attendees will be provided breakfast on April 24-26, 2018 and lunch on April 24-25, 2018. Other meals may be reimbursed if the meal is acquired as part of attending the event. T&TA Funds **may not be used** for reimbursement for alcoholic beverages or entertainment.

The following are the maximum amounts allowed for the actual meal expense, including up to a 20% gratuity.

Breakfast = \$25

Lunch = \$25

Dinner = \$48

MaineHousing requires a detailed receipt for each meal purchase, which must contain the quantity, food name and cost of each meal item.

### OTHER

**Mileage:** Attendees are eligible for mileage reimbursement for traveling to and from the venue at 54.5 cents per mile.

**Airport Parking:** Attendees are eligible for reimbursement for airport parking at the rate of up to \$17 per day.

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## REIMBURSEMENT PROCESS:

**CAAs (Subgrantees):** Turn in all mileage and meal receipts (for any meals purchased out of pocket) to your agency's Housing Director.

**Note to CAAs:** Submit one invoice to MaineHousing for reimbursement of travel expenses for all staff attending the training, attaching applicable receipts.

**Contractors:** **Note to Contractor employees attending the training:** Turn in all lodging, mileage and meal receipts (for any meals purchased out of pocket) to your employer.

**Note to Contractors:** Submit one invoice to MaineHousing for reimbursement of travel expenses for all employees attending the training, attaching applicable receipts.

- **Include a copy of the company's W-9 with the Invoice.**
- A template invoice from MaineHousing is available for Contractors.

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