

**From:** [Reynolds, Kaye](#)  
**To:** [Vasquez, Ninfa](#)  
**Subject:** FW: CoA Midyear Meeting Travel  
**Date:** Monday, May 6, 2019 11:34:17 AM  
**Attachments:** [image001.png](#)  
[APHA - Booking Travel through Concur.pdf](#)  
[image002.png](#)

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My travel dates will be June 9-June 11.

Thanks

*Kaye Reynolds*

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*“If you would hit the mark, you must aim a little above it;  
Every arrow that flies feels the attraction of earth.”*  
– [Henry Wadsworth Longfellow, In the Harbor](#)



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**From:** Rosa Riley <[Rosa.Riley@apha.org](mailto:Rosa.Riley@apha.org)>  
**Sent:** Thursday, April 18, 2019 2:36 PM  
**To:** [affiliateaffairs@apha.org](mailto:affiliateaffairs@apha.org)  
**Cc:** Rosa Riley <[Rosa.Riley@apha.org](mailto:Rosa.Riley@apha.org)>  
**Subject:** CoA Midyear Meeting Travel

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Council of Affiliate Member:

Please use the attached instructions to make your travel arrangements for the CoA mid-year meeting using the Concur travel reservation website. APHA will book your hotel reservations. As a reminder, the meeting will begin at 1:00 pm on June 9 and conclude at 5:00 pm on June 10. CoA representatives may extend their stay through June 11 in order to participate in a confirmed

Congressional hill visit between 10:00 am and 2:00 pm.

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**Travel arrangements:**

Travelers will use the Concur travel reservation system to book their own airfare/transportation arrangements. The approval responsible parties have received a list of attendees who are approved to make reservations and APHA will be billed directly. Please be mindful that most participants should arrive on June 9<sup>th</sup> unless distance makes it unlikely that can make it to the meeting in time.

As a non-profit association, it is important that we make every effort to keep travel costs down. The APHA travel agents have been instructed to ticket the lowest available fare (with preference for one connecting flight or less) that conforms to the dates and times that are requested, regardless of carrier or airport. Per APHA's travel policy, all flights must be booked at least 21 days in advance of the meeting. To ensure the best pricing possible, we respectfully request that **all flight and train arrangements be finalized by May 17**. Please note that the cost of a flight cancellation or itinerary changes will be the responsibility of the traveler. Should you have an emergency that prevents you from traveling, please contact the airline directly to cancel your flight and email [rosa.riley@apha.org](mailto:rosa.riley@apha.org).

Washington, DC is easily accessible via three airports: Washington National, Dulles International and Baltimore Washington International. Amtrak train service is also available into Union Station. Washington National airport is conveniently located on the Metro subway system or a short taxicab ride into downtown Washington, DC.

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**Reimbursable expenses:**

APHA will reimburse for ground transportation to and from the airport, however, travelers are encouraged to use the most cost-effective and environmentally friendly mode of transportation available (including shuttles and mass transit). In order to receive reimbursement for transportation expenditures, original transportation receipts and **Travel Expense Reimbursement forms** (attached) must be *received* within 10 business days of the meeting end date (**due June 28**). Travel expenses submitted without original receipts and/or after June 20 will not be reimbursed. Faxed and emailed copies will not be accepted. APHA will provide the following meals during the CoA Mid-year meeting:

June 9 –Dinner

June 10 – Lunch and dinner

The Fairfield Inn & Suites will provide a complimentary breakfast buffet for all guests. APHA makes every effort to accommodate the dietary needs of its guest; thus APHA will not provide reimbursement for meals provided during the meeting. If you have special dietary needs/restrictions that were not included in your confirmation form, please email your requests to [Affiliateaffairs@apha.org](mailto:Affiliateaffairs@apha.org).

In order to receive reimbursement for meals not provided by APHA, **Travel Expense Reimbursement forms** and original, itemized receipts must be *received* within 10 business days

of the meeting end date (**due June 20**). Meals expenses submitted without original, itemized receipts and/or after the deadline will not be reimbursed. Faxed and emailed copies will not be accepted.

Travel reimbursement forms and original receipts should be mailed to:

Rosa Riley  
American Public Health Association  
800 I Street, NW  
Washington, DC 20001-3710

Please note that APHA is unable to reimburse for hotel incidentals, airline change fees and spouse/family travel expenditures. Please review the attached travel policy and reimbursement form for more details regarding reimbursable expenditures.

**General meeting information:**

The CoA mid-year meeting will be held in Conference Room A/B at APHA. Feel free to dress in business casual attire and to bring a light sweater or jacket with you to the meeting, as the temperature in the meeting space may vary.

In the coming weeks, APHA will upload and share meeting materials on the [Affiliate Online Community](#). Please continue using the AOC as an opportunity for networking and information sharing before, during and after the meeting.

Thanks and we look forward to seeing you in June!

Rosa Riley  
Program Manager, Affiliate Affairs

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