

STATEWIDE MEETING PARTICIPANT CONFIRMATION FORM

Please check if you are the Department Chair (or equivalent) and/or designee to the IMPAC Project

Please note that no more than two people per campus per discipline will be reimbursed.*

Name _____

Title _____

Discipline _____

Institution _____

Address _____

City _____ Zip _____

Phone _____ Email _____

Please note that due to the addition of new disciplines and the limited resources of the IMPAC grant, expenses will not be reimbursed for meetings attended outside of your region, excluding the IMPAC Statewide meeting. However, if circumstances prevent you from attending the meeting in your region, you may contact the IMPAC Office for prior approval to attend an alternative meeting. **Please review IMPAC's official travel and reimbursement policy, at <http://cal-impac.org/Forms/policy.pdf>, to avoid any misunderstandings regarding these matters.**

*Check here if you will need rooming accommodations. (Please note that accommodations will only be reserved/reimbursed for faculty traveling more than 150 miles one way, and who necessarily cannot travel in and out on the same day as the meeting. If you are unsure whether you qualify to have your lodging paid for by IMPAC, please contact the **IMPAC office at 916-445-4753** for verification. If you do NOT qualify, reservations will not be made for you, regardless of your request. In the event that you do qualify, but make your own hotel reservation rather than going through IMPAC, you will only be reimbursed up to IMPAC's contracted room rate.)

Travel: If you qualify for reimbursement,* IMPAC will cover the cost of the most economical form of transportation to the meeting. If you believe this would be to fly, contact the IMPAC office. IMPAC staff will book the flights for you, as they may procure the California state rate fares; flights booked by our staff will be billed directly to IMPAC. However, if you choose to book and pay for your own flights, be aware that IMPAC will only reimburse for the most economical means of travel, despite that actually used.

This form must be completed and faxed/emailed back as soon as possible.

FAX: (916) 323-9867

Email: asccadmin@sbcglobal.net

Register to attend online at <http://www.cal-impac.org/Meetings/ParticipationRequest.asp>