

2024 National Patient Meeting Travel Grant Agreement

Soft Bones is pleased to provide each attendee with general admission to 2024 National Patient Meeting, including meals, activities, and materials, at no cost, however we understand that travel costs associated with attendance can be prohibitive for some individuals and families. To provide a means for all interested parties to join us, Soft Bones offers a limited number of travel grants which are available to individuals and families that need to subsidize the cost of attendance.

Please note that the foundation is a 501c3 nonprofit organization that works tirelessly to fund events such as this through ongoing fundraising and grant writing efforts. We ask that when applying for a travel grant, you use your best judgement so that funds can be dispersed based on need. Grants are offered on the "honor system".

Please read and complete the following agreement in order to confirm interest and receipt of a travel grant for this event.

*I, _____,
understand that a grant to attend 2024 National Patient Meeting on July 12-13, 2024 may be awarded to me/my family to subsidize travel costs associated with the event.*

By acceptance of this grant, I understand and will adhere to the guidelines listed below:

Event Registration

- All grant recipients must complete and submit the online event registration form by *May 15, 2024*, in order to accurately report the names, ages, dietary needs, and special accommodations required of everyone in your party. Reservations for meeting activities and meals will be organized in advance by Soft Bones staff based solely on reported information, so accuracy is of the utmost importance.
- All changes to the initial event registration form submission (i.e. addition or cancellation of guests, change in travel plans etc.) must be reported immediately to our office in order to minimize logistical concerns during the event.

Personal Automobile Transport

- Attendees who travel to the event via their personal vehicle will be reimbursed for mileage driven at 18 cents per mile, plus parking and tolls.
- To receive reimbursement, you must submit a travel reimbursement form (provided by Soft Bone staff), including the following documents within 30 days of the event:
 - a printout/scan from a reputable website such as Mapquest or Google Maps clearly displaying mileage traveled to and from the event
 - copies of original receipts, clearly displaying all costs and payments, for tolls and parking associated with the event

Air Transport

- To receive reimbursement, you must submit a copy of the original receipt, clearly displaying all costs and payments, for all flights booked within 30 days of the event.
- Soft Bones staff WILL NOT book flights for attendees. All flights should be handled directly by each attendee. We ask that all flights are booked in a cost-conscious manner. Please watch for flight deals and discounts when possible.
- Reimbursements will be provided for Coach/Economy class tickets only.
- Transportation expense reimbursement to and from the airport/hotel will be provided for attendees traveling without a vehicle.
- Reimbursements cannot be provided for airline miles used as your form of payment. If you have airline miles, please use those directly to book your flight, thus waiving your travel reimbursement, so that it may be used to assist another attendee.

Hotel Accommodations

- Attendees whose homes reside more than 70 miles from the location of the meeting can request a one-night hotel stay at the pre-arranged facility for the event - Great Wolf Lodge Mason, OH
- Soft Bones staff will handle all hotel reservations for the night of July 12, 2024. If you receive a travel grant, you DO NOT NEED to book a room for this one-night stay. It will be taken care of on your behalf. If you would like to extend your stay in the location of the event, at your own expense, you must do so on your own.
- Hotel accommodations for dates other than those listed above are not eligible for reimbursement. Accommodations desired for the same date in a different location will be considered on an individual basis by Soft Bones staff based on an advanced request, and must be discussed with Soft Bones staff at the time of submission of this agreement.
- Soft Bones understands that last-minute emergencies can occur at any time which may prevent some, or all, of the members in your party from attending the event listed above. If a hotel room is reserved and cancellations are necessary, you must inform our office, in writing, at least 5 days prior to check-in date/time to avoid financial penalty.

Meals, Incidentals and Other Expenses

- Meals and incidentals will not be reimbursed individually, however, most meals and refreshments will be provided by Soft Bones throughout the duration of the event.
- In order to accommodate the needs of all attendees, special dietary requirements and allergies can be reported on the online event registration form.

General Grant Information

- **One travel grant, with a maximum reimbursement of up to \$500, is allowed per family per event.** A family consists of an adult or child with a confirmed diagnosis of hypophosphatasia and his/her spouse, parent(s)/legal guardian(s) or other immediate family members living in the same household.
- When applicable, written proof of a confirmed diagnosis of hypophosphatasia by a physician may be required.

All reimbursement requests will be closely reviewed to ensure that funds are dispersed for event purposes only. Soft Bones reserves the right to request further information related to reimbursement, or in some cases, deny reimbursement, for costs that are not directly associated with the event listed (i.e. additional travel outside of the direct route to the event, additional hotel stays etc.).

For questions regarding the agreement, or to report changes to your initial registration forms, please contact Cindy at 812-225-8861, or reach out directly to Cindy Reasor, Project Coordinator at cindy@softbones.org.

I have read and thoroughly understand the guidelines listed above which relate to the receipt of a travel grant for the 2024 National Patient Meeting. I would like to accept a grant and will follow the guidelines as listed and understand that failure to comply with the guidelines may result in a cancellation of monetary reimbursement. I also understand that if I do not report a hotel room cancellation within 5 days prior to the event, I will be responsible for the cost of the stay unless otherwise discussed with Soft Bones staff.

E-Signature – by entering your initials on the registration form.

Signature of Primary Event Attendee

Printed Name

Date

Signature of Soft Bones Representative

Deborah Fowler, Founder and President

Printed Name

Date