



Reimbursement of Out-of-Pocket Travel Expenses for Trial Participants in Need

PROGRAM PROCEDURES

- Prior to the study in-person visit, the individual shall complete a “Request for Travel Support_PATH-HHT Study” form. This form, along with a letter from the site confirming the scheduled visit, must be submitted to clinicalresearch@curehht.org for approval of projected in-person visit travel expenses.
- Following the visit to an official recruiting site, the individual shall email expense report, receipts and a letter from the site confirming that the in-person visit has been completed, to clinicalresearch@curehht.org or mail receipts to the Cure HHT office, Attention: Clinical Research.
- Upon receipt of completed expense report, receipts and letter from the site confirming the in-person visit has been completed, the Cure HHT Office shall review all receipts for dates and amounts. Amounts shall be compared to the expense reimbursement guidelines below.

Expense	\$ Amount	Maximum
Mileage	Cost of fuel	
Airfare		\$200 roundtrip
Hotel, per night	\$150	One night
Meals	\$50	
Taxi, Airport to hotel (each way)	\$50	Two one-way trips
Taxi, Hotel to hospital (each way)	\$10	Two one-way trips
Airport Parking (per day)	\$15	One day

- The maximum reimbursement per person is \$250 per in-person visit (up to 4 visits) for a maximum of \$1,000 per patient. Reimbursement for participant expenses only; travel companion expenses not reimbursable. Participant must apply for expense reimbursement for each in-person visit. Reimbursement of expenses is based upon funding available and is not guaranteed unless the participant receives written approval from Cure HHT.
- Cure HHT Office will determine the appropriate amount of allowable expense reimbursement. Cure HHT Office will inform the individual, process and mail a check in that amount.