

CSRO SSAC Reimbursement Instructions:

The meeting organizers are pleased to offer you reimbursement for reasonable, covered expenses, with receipts, to support your travel and accommodations. Reasonable transportation includes round-trip coach class airfare booked 30 days in advance of the conference and ground transportation expenses, such as public transit or cab fare from the airport to the conference hotel. Reasonable lodging includes overnight reservations for one or two nights at the conference hotel at the CSRO discounted block rate. Please note a total of \$1,500 reimbursement is available per organization (\$1,000 for one attendee, or up to \$750 per person for two attendees).

Please download the [SSAC Travel Expense Form](#) from www.CSRO.info.

Mail the completed form and receipts to:

Attn: Barbara Arango
WJ Weiser & Associates, Inc.
1100 E Woodfield Rd, Suite 350
Schaumburg, IL 60173

You may also email completed form and scanned receipts to Barbara Arango at barbara@wjweiser.com.

If you have questions, please contact Executive Director Barbara Arango at Barbara@wjweiser.com or 847-264-5969.