



## Helen Green Research Travel Fund Guidelines

### Purpose

The Helen Green Research Travel Fund provides financial assistance to women with LAM for the specific purpose of paying for travel expenses related to their participation in LAM research studies. The main goal is to provide funds to women traveling to the National Institutes of Health (NIH) to participate in LAM research.

### Who is eligible?

Any woman with LAM who will be traveling to the NIH to participate in their protocol for the first time is eligible to have her travel expenses refunded through the Helen Green Research Travel Fund (HGRTF).

### Reimbursible Expenses

In most cases, the HGRTF will cover the costs of airfare or fuel/mileage in cases where driving is an option. The HGRTF will not cover the costs of ground transportation, hotels/lodging or meals, as these are largely provided by the NIH.

### Air Travel

For patients living outside a 250 mile radius of the NIH, the HGRTF will reimburse air flight expense up to the lowest economy fare available at the time of booking. We request that all airline tickets be purchased at least 30 days in advance of travel; the Fund will only reimburse for the cost of a coach class ticket.

Patients who live within a 250 mile radius of the NIH and choose to fly will be reimbursed for airfare up to the equivalent current federally approved mileage reimbursement rate multiplied by the actual miles driven from home to the NIH.

### Driving/Mileage Reimbursement

Patients who live within a 250 mile radius of the NIH or who are not medically able to fly are encouraged to drive. If you are planning to drive your own vehicle, you will be reimbursed using the current federally approved mileage reimbursement rate multiplied by the actual miles driven from home to the NIH. Cost of a rental car (including gas) may also be covered up to the equivalent of the current federally approved mileage reimbursement rate for equivalent mileage. The LAM Foundation may extend special circumstances on a case-by-case basis.

### Application and Consent

Qualified individuals who would like to apply for funds must fill out the Helen Green Research Travel Fund application and a consent form giving permission to the Foundation to discuss their travel plans and research enrollment with the NIH. The application and consent forms must be submitted to The LAM Foundation after the patient has made an appointment to be seen at the NIH. The application will be reviewed and approved by The LAM Foundation prior to travel to the NIH. The LAM Foundation will mail you a ClinCard – a reloadable Debit/Mastercard upon approval. The ClinCard is mailed with a zero balance. We will load it upon receipt of your approved travel costs.

### Reimbursement Process

Upon return from the NIH, grant recipients are required to submit a reimbursement form with attached receipts. Requests for reimbursement must be submitted to The LAM Foundation within 30 days of travel to the NIH. Once attendance is confirmed, The LAM Foundation will load your ClinCard in US dollars for approved expenses within 30 days of receipt of the reimbursement request. If you are located outside the United States, the ClinCard will not work. We will have to deduct any fees assessed to us for international wire transfers.

### Questions

Questions regarding the Helen Green Research Travel Fund should be directed to Mary Sue Wentzel, Patient Services Manager for The LAM Foundation at [mwentzel@thelamfoundation.org](mailto:mwentzel@thelamfoundation.org) or (513) 777-6889.