



## LAM Family Network (LFN) Travel Grant Guidelines

### Purpose

The LAM Family Network (LFN) Travel Grant provides financial assistance to individuals with LAM for the specific purpose of assisting with travel expenses related to attending LAMposium. The main goal is to provide travel assistance so individuals with LAM can attend the LAMposium conference and directly learn about their disease from the experts.

### Who is eligible?

Individuals with LAM who are interested in attending LAMposium and need financial assistance in order to attend are eligible for the grant. To allow fair participation, individuals may only receive the LFN Travel Grant for a maximum of three LAMposiums.

### Expenses Covered by the Grant

In most cases, the LFN Travel Grant will assist with the costs of airfare or fuel/mileage in cases where driving is an option; half the cost of the hotel room for the conference and other expenses (such as luggage fees, ground transportation fees, etc.) incurred during travel. Applicants are asked to apply for only the assistance needed to be sure that as many individuals with LAM are able to attend the conference. Patients will be responsible for paying the Conference registration fee of \$75.

### Air Travel

For patients living outside a 200 mile radius of the conference hotel, the LFN travel grant will cover expenses for air flight up to the lowest economy fare available at the time of booking.

Patients who live within a 200 mile radius of the conference hotel and choose to fly will be reimbursed for air fare up to the equivalent current federally approved mileage reimbursement rate multiplied by the actual miles driven from home to the conference hotel.

### Driving/Mileage Reimbursement

Patients who live within a 200 mile radius of the conference hotel 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 conference hotel. 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 & Funds Disbursement

Qualified individuals who would like to apply for funds must fill out the LAM Family Network Travel Grant application. The application will be reviewed and approved by the LAM Family Network committee and once approved, the applicant will sign an agreement stating they will return all funds if they are not able to attend the conference. When the signed agreement is received, The LAM Foundation will disperse funds so they may be used to make travel arrangements.

The LAM Foundation's goal is to enable as many individuals with LAM to attend LAMposium as possible. The distribution of funds will be at the sole discretion of The LAM Foundation in pursuit of this goal.

### Questions

Questions regarding the LAM Family Network Travel Grant should be directed to Jenny Jostworth, Finance Director at The LAM Foundation at [finance@thelamfoundation.org](mailto:finance@thelamfoundation.org) or (513) 777-6889.