

Stress as a Risk Factor for Premature Aging and Cancer: An AACR Roadmap Summit

November 1-4, 2025, The Langham Huntington, Pasadena, CA

Travel Instructions and Reimbursement Policy

Please follow the travel instructions and reimbursement procedures below to be provided with or reimbursed for your travel and accommodations.

TRAVEL TO AND FROM THE SUMMIT

- **Summit speakers are encouraged to book air travel through AACR's official travel agency, Corporate Traveler.** If you wish to book your own air travel or are required to use an alternate travel service, you may do so and then submit a claim for reimbursement after the conference.
- Corporate Traveler contact details: Monday–Friday, 8 a.m.– 6 p.m. U.S. Eastern Time
Samantha Baron: samantha.baron@corporatetraveler.us
Hazel Vertley: hazel.vertley@corporatetraveler.us
- The AACR will reimburse a round-trip coach/economy-class ticket by air to the conference location, up to \$850 for domestic (USA and Canada) and up to \$1,700 for international travel.
 - If you do not book through Corporate Traveler, the AACR will reimburse the estimated cost of a round-trip coach/economy ticket between your home city and the conference city or \$600, whichever is less.
- **Please book as early as possible to ensure the best rate.** We ask that you please purchase your ticket at least 45 days before your departure.
- As a not-for-profit organization, we strive to keep our costs low. Your first choice of flights may not be the most cost-effective. We hope you will consider flights with a stop or be flexible with your travel times if at all possible. **Please note that the AACR is unable to reimburse fees incurred due to changes in your travel itinerary.**
- If you are traveling with your spouse or other accompanying person(s), Corporate Traveler can book their tickets as well and charge them to your credit card.
- Any frequent flyer mileage earned for an approved ticket may be credited to your account.

GROUND TRANSPORTATION

- **Please retain and submit all receipts to obtain your reimbursement** (as detailed in the section below).
- You will be reimbursed for one round-trip ground transfer between your home/office and the airport in your home city (up to \$60 each way) and one round-trip ground transfer between the airport and conference hotel.
- **The AACR cannot reimburse bills for limousines or private sedan services**, in which case a deduction will be made according to estimated taxi or shuttle fares typical for a similar distance.
- If you use your personal car to drive to the airport in your home city, you will be reimbursed for long-term parking fees at an economy/long-term lot rate only up to a maximum of \$25 per night.
- If you wish to travel to the conference in your personal car, you will be reimbursed at the rate of \$0.50 per mile. The total cost of mileage between your home city and the conference may not exceed the cost of a round-trip economy flight (45-day advance price).
- **Please note the AACR is unable to reimburse the costs of rental cars, parking of a rental car, or gasoline for a rental car.**

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REIMBURSEMENTS

- The AACR will reimburse you for your travel costs, as detailed above, after the Summit. Please email the completed **Reimbursement Form** with scanned copies of receipts by **Sunday, November 30, 2025** to reimbursements@aacr.org. **Please do not mail originals.**
- Reimbursement payments in US dollars will be processed within 30 days of received expense form and receipts.

FOOD AND INCIDENTALS

- The AACR does not reimburse the cost of meals. However, dinner on November 1, breakfast and lunch on November 2 and 3, along with breakfast on Nov 4, are provided.
- You will be required to pay for all charges billed to your room including telephone, movies, health club, laundry charges, mini bar charges, and any other personal expenses.