



ICJ Annual Business Meeting Registration Instructions

September 9 – 11, 2019

Sheraton Indianapolis City Centre Hotel

31 W. Ohio Street

Indianapolis, Indiana

The Commission will reimburse the Commissioner (or voting Designee) from each state to attend this meeting, in accordance with the ICJ Travel Reimbursement Policy. View the policy [here](#). View the ABM agenda [here](#).

Step 1 – Register for Meeting

Complete the registration form on the Commission's website: [2019 Annual Business Registration](#)

- No Registration Fee Required = **\$0**
- Last day to register is **August 2nd**

Step 2 – Reserve Hotel Room

Reserve your hotel room: [Hotel Registration Link](#)

- Room Rate **\$125** plus taxes per night = **\$146.25**
- Credit card required for reservation and check-in
- Credit card will not be charged when reservation is made
- Last day to reserve lodging at the group rate is **August 2nd**
- Hotel parking garage will only accommodate vehicles under 6 feet 4 inches
- Reservation changes and cancellations must be made 48 hours prior to arrival to avoid penalty
- To book a room with dates before or after those listed at the link, contact Ms. Blake Bradley directly at (317) 236-2543

Step 3 – Make Transportation Arrangements

Flying – Purchase Airline Tickets prior to **August 23rd**

- Prior approval is required to ensure reimbursement for any fare over \$550. Email icjadmin@juvenilecompact.org.
- If purchasing an airline ticket in advance creates a financial hardship, Commissioners (or voting Designees) may use the Altour Travel Authority. Please email icjadmin@juvenilecompact.org to request prior approval.
- Any cancelled airline tickets purchased in advance by ICJ are subject to reimbursement by the traveler.

Driving

- Mileage is reimbursed in accordance with the current federal travel rate (\$0.58/mile).
- Prior approval is required if the cost is likely to exceed the cost of an airline ticket.