

Travel and expense resources for OPTN volunteers

The OPTN provides travel and expense support for volunteers traveling on behalf of the OPTN. Please reach out to UNOS Meeting Partners if you are traveling on behalf of the OPTN at meetings@unos.org or call (804) 782-4830 or (800) 528-1798. For after-hours services (after 4:30 p.m. ET or weekends) please call (800) 366-1544.

Travel resources

Air

When traveling on OPTN business, the best way to book air reservations and rail travel is to use [Concur Travel and Expense](#). It is important to complete all arrangements for OPTN travel in a timely manner once the Committee Meeting booking email invite has been received. This helps minimize costs and increases the likelihood you'll receive your preferred flights, seats and hotel.

To log in the first time:

- Visit Concur's "Forgot password" page to set your password.
- Note your username is UNOS+yourEmailAddress (e.g. UNOSjohn.doe@transplanthospital.org)

Tips

- You will need to set up your Travel Profile when you create an account.
- You can book travel and make changes yourself through the Concur Travel portal's travel tool.
- If your flight is delayed, the airlines will usually provide alternative flight options. To speak with a travel agent for personal booking assistance, please call (800) 366-1544 or (781) 496-3745. The OPTN will cover costs associated with being delayed while traveling for business.
- Please let UNOS Meeting Partners know if you have to change or cancel a trip once it's confirmed. If you need to make a change:
 - From time of booking to 4:30 p.m. ET of your last business day in the office, call (804) 782-4830 or email meetings@unos.org.
 - The day of your trip after 4:30 p.m. ET, call (800) 787-0588 or work directly with the airline.

Hotel

Do not select a hotel while booking your flight or rail travel for meetings. Your guest room will be reserved by UNOS Meeting Partners based on your booked travel. You will be asked to present a credit card at check in for any incidental charges billed to your room.

Train

You can book train travel through the [Concur Travel and Expense](#) portal.

Rideshare and Taxi Services

The OPTN permits using rideshare services (such as Uber and Lyft) as well as taxis while traveling for OPTN business if group transportation for meeting attendees has not been arranged. The cost for those services (example: ride from airport to meeting venue) is reimbursable according to the OPTN travel and reimbursement policy.

Use of personal vehicle/mileage reimbursement

Home airport: The OPTN will reimburse mileage, if necessary, for volunteer members to/from a member's home and the airport.

Mileage incurred for OPTN travel is reimbursable at the applicable IRS rate based on travel date up to the cost of the least expensive mode of transportation. The IRS rate changes annually. Find the current rate on the [IRS' standard mileage rates webpage](#). Parking while driving to and from an OPTN meeting is a reimbursable expense.

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Meals

The OPTN will reimburse meal costs during travel except when the traveler is present at the meeting location and a group breakfast, luncheon or dinner is available at the same time as the individual meal. Individual breakfast and lunch costs must be reasonable.

The OPTN will reimburse evening meal costs up to \$45. This limit includes the cost of the meal and gratuities. The OPTN will not reimburse any charges for alcoholic beverages.

OPTN Reimbursement

Here is the [OPTN travel and reimbursement policy](#). For expense report and reimbursement questions, email reimbursement@unos.org.