



Logistics One Pager for the 4/20 Statewide Action

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Registration

Please visit [CLICK HERE](#) to register! The registration deadline is **Wednesday, April 12th**.

If you have any registration questions, experience technical issues, or need additional support, please email jordan@lavoice.org.

Travel Details

- **Air Travel**
 - **For individuals purchasing their own tickets:** ALL attendees must register via the form linked above. Your flight must be purchased before April 12th, and LA Voice will provide a maximum reimbursement of \$200 per person.
 - **For LA Voice to purchase your ticket,** please indicate your request on the registration form by **March 31st** and someone will be in touch.
- **Ground Transportation** - LA Voice will reimburse gas costs up to \$100. *[Carpooling is required to be eligible for this reimbursement. Please submit all receipts.]*
- **Van Rental** - For congregations that are interested in renting a passenger van, LA Voice will reimburse for this cost. Congregations are responsible for booking their own rental. Please contact Jordan for more details at jordan@lavoice.org.

Reimbursement Details

- Travel meals will **not** be reimbursed.
- Flight Reimbursements
 - Individuals who purchase their own flights must submit receipts for reimbursement no later than **May 1st, 2023** via email to melanie@lavoice.org.
 - Ridesharing (Uber/Lyft) to and from the airport/train or bus stations will **not** be reimbursed.
 - Airport parking will **not** be reimbursed.
- Ground Transportation Reimbursement:

- For individuals driving their own vehicle, submit gas receipts for reimbursement no later than May 1st, 2023 via email to melanie@lavoice.org.
- Bill.com details
 - Reimbursements will be processed through the bill.com platform. Once you have sent your reimbursement request to Melanie, you will receive an invitation from bill.com to set up an account. You can select to receive payment via ACH deposit or a mailed check. If you need assistance, please contact Melanie, melanie@lavoice.org.

Meal Details

Breakfast - LA Voice will provide a light breakfast of pastries and coffee.

Lunch - PICO California will provide a boxed lunch during the meeting, and attendees will select their lunch preference during registration. Please note: travel meals on the event day will **not** be reimbursed.

Dinner - Dinner will not be provided, as departure times are set for late afternoon.

PICO California COVID-19 Protocols

It is our current requirement that everyone who attends PICO California events be vaccinated (unless a health exemption is in place), in an effort to ensure the safety of all of those who are in attendance. **We also request attendees take a COVID-19 test before attending the event and be individual stewards of our collective health by staying home if the test results return positive.** Please email registration@picocalifornia.org with any questions or exemption requests.