

Value Plus 2022 Program Spokane, WA Claiming Procedures

How do I receive my Value Plus Dollars?

Value Plus Program Headquarters has totaled all invoices received from Value Plus participants and has sent an email showing total Value Plus dollars earned by each college or university to the Voting Delegate.

The Voting Delegate is responsible for advising Value Plus Program Headquarters how the dollars will be used and assigns them to the participant(s) who will attend the NACUFS Atlanta Conference by going to www.valueplusprogram.com/claiming-certificate. The following information must be shown on the Value Plus Claiming Certificate:

- The dollars allocated for registration and/or travel by person(s)
- The number of dollars allocated for hotel by person(s) and each person(s) reservation confirmation number.

How do I use these dollars for conference registration?

Simply attach a **copy** of the Claiming Certificate to your Conference Registration Form and send directly to the NACUFS office. Be sure the Claiming Certificate indicates the names and dollars to be allocated for conference registration as well as the dollars remaining.

Can I use these dollars for additional Guest Tickets and the NACUFS Pre-Conference Seminars preceding the opening of the Spokane National Conference?

Yes. You may use your Value Plus dollars to pay for registering for any of the Pre-Conference Seminars and the events under the Dollars to be applied to NACUF's section and the person(s) attending. Then attach a **copy** of the Value Plus Claiming Certificate to your Conference Registration Form and send directly to the NACUFS office. Fax or email copy of claiming certificate to Value Plus.

How do I use these dollars for airfare?

If you make your own arrangements, you will need to go to www.valueplusprogram.com/claiming-certificate and fill out the claim form and attach/upload a copy of the flight receipt/invoice. Reimbursement will be made only to the college/university.

How do I make hotel reservations?

Your hotel reservations must be made directly with the hotel using the instructions provided on the Hotel Reservation Form you received with your NACUFS conference registration information. The hotel will provide you with a reservation confirmation number.

If Value Plus dollars are to be used for hotel accommodations, after you receive your confirmation number from the hotel, give it to your Voting Delegate. The Voting Delegate is responsible for filling in the confirmation number, hotel name and each person's name on the Value Plus Claiming Certificate at www.valueplusprogram.com/claiming-certificate.

Prior to your arrival, Value Plus Program Headquarters will issue a check to the hotel for the dollar amount requested by person(s). Upon check in, this dollar amount will appear as a credit balance on each person(s) hotel folio.

What do I do if there is a problem with my Value Plus hotel credit?

You can call the Value Plus Hotline at 888-778-9944 and they will assist you.

Can my Value Plus dollars be used for anything other than airfare, Conference Registration, car rental, mileage reimbursement or hotel?

No. In addition, your Value Plus dollars will not cover the following: Any activities outside of the conference agenda (i.e. optional tour packages) or personal activities; any incidental/personal hotel costs (i.e. room service, valet, phone calls, etc.)

The Conference is near my home and I plan to drive. May I use my Value Plus Dollars to compensate me for my expenses?

Yes. Value Plus Program Headquarters will issue a check to your college/university for personal car use at the rate of 40 cents per mile up to a total of 500 miles or a total of \$200.00. A letter requesting funds for this purpose signed by your Voting Delegate must be sent to Value Plus Program Headquarters on your college/university's stationery and the reimbursement will be made only to the college/university.

What if I want to use my Value Plus dollars to rent a car to travel to the conference?

Yes. After you return from the Spokane Conference, go to www.valueplusprogram.com/claiming-certificate to the qualified expenses section fill in the type of expense and dollar amount and upload the receipt. Reimbursement will be made only to the college/university.

Can I hold my dollars over until next year?

Points may not be rolled over.

Can my college/university receive the cash instead?

No. As stated at the beginning of our program year, Value Plus dollars can only be used towards airfare, conference registration, car rental, or hotel accommodations at the NACUFS 2022 National or Regional Conferences.

Any other questions?

Please email valueplus@ibidata or call 1-888-778-9944.

Value Plus has no affiliation with the National Association of College & University Food Services. NACUFS does not endorse any company products or services. The Value Plus program is developed and administered by The Ryan Group/IBI Data.