



The National Conference of Veterans Affairs Catholic Chaplains (NCVACC)

Established: 1985

Endorsement: Archdiocese for the Military Services, USA
www.ncvacc.net

2024 ANNUAL EDUCATIONAL CONFERENCE

THEME: *Full Hybrid 38 Experience: Professionalizing VA Catholic Chaplains
and Strategies on LGBTQ+ Ministry and Suicide Prevention*

May 13-17, 2024

Hampton Inn Nashville Vanderbilt, Nashville, TN

Instructions for the Traveler (ITT)

1. Obtain verbal or email approval from your supervisor to begin the process for travel approval in your campus.
 - a. Next, proceed to complete the process as required by your facility. Various stations allow online application or paper forms to complete, or a combination of both.
 - b. No need for ACES, which is currently only for federal non-VA travels.
2. Mail in your completed Conference Registration form, along with your payment. Registration form and complete payment must be received by April 1, 2024.
 - a. No credit card transaction is available for this annual conference.
 - b. For those paying with checks, please make them payable to “NCVACC” and mail it (with completed Registration Form) to:
Chaplain Patrick Fitzsimons,
1065 Ashmore Drive,
Nashville, TN 37211
 - c. Zelle payments will hopefully be made available in March. Negotiations with the Bank to approve this are on-going.
 - a. Receipts for reimbursement will be distributed during the annual conference or after.
3. Proceed to book your room using Group ID **NCVACC Annual Conference 2024** at the Hampton Inn Nashville Vanderbilt, Nashville, TN, Tel. #: 844-202-5955 or [Hampton Inn Nashville/Vanderbilt in Nashville, Tennessee - ReservationCounter.com](https://www.hamptoninn.com/reservationcounter)
4. You may bring a tax exemption form for government employees from your facility or request one at the Hotel’s front desk upon arrival. Then fill it up and sign it prior to departure. The hotel staff needs at least 24 hours to reflect it on your bill.
5. Please check out suggestions for “Useful Tips on Filling Out VA Forms for Travel, Conference, Etc.” in a separate communication.
6. For further questions, please contact:
 - a. Fr. Patrick Fitzsimons, Treasurer (for fees and payment inquiries):
dublin60@icloud.com or call 859-229-5713. *NOTE: Please leave a voicemail to avoid being considered spam.*
 - b. Fr. Alejandro De Jesus, President (for other inquiries):
ncvacc.catholic@gmail.com or call 415-370-4011. *NOTE: Please leave a voicemail to avoid being considered spam.*