

Before You Travel

Information to make your travel and lodging arrangements

**Your
Travel
Coordinator**

Your assigned travel coordinator is your primary logistics contact for this meeting. Please reach out should you have any questions, concerns, issues, or need assistance.

Lillian Andrews
202-334-2631
Landrews@nas.edu

**Authorized
Travel Dates**

Monday, June 10, 2019 –Thursday, June 13, 2019.

We cannot reimburse per diem expenses incurred outside these dates. Travelers must be 50 or more miles from their home or principal place of business to be eligible for reimbursement.

**Making Travel
Arrangements**

Please use our travel agency, below, to arrange your air, rail, and rental car reservations.

Please note: All International Travel must be booked through our travel agency.

The agency will ensure your itinerary complies with all federal regulation, Academies travel policies and procedures, will ensure full recoverability from the sponsor, and full reimbursement to you.

Air, rail, and rental cars booked through our travel agency will be directly billed to the Academies.

♦ **Kentlands Travel, 1-800-552-6425, nas@uniglobekentlands.com**

Please provide the agent with the travel code for this meeting: **PGA190002**

Combining Academies business with other travel

If you are combining travel for Academies business with other travel (either personal or non-Academies business), *please book with our travel agency, above, to ensure that you will be reimbursed to the greatest extent possible. We rely on our travel agency to separate Academies and other travel to substantiate allowability and sponsor reimbursement.* The Academies will reimburse you for the lowest reasonable roundtrip economy fare from your permanent place of residence or business to the location where the Academies' business will take place.

Changes in Travel Plans

Please contact your travel coordinator, listed above, and the travel agency as soon as you know you will need to change or cancel your itinerary. Itinerary changes must be reviewed and appropriately documented by the travel coordinator to ensure reimbursement from the sponsor.

Ground Transportation	<p>We encourage the use of taxis, ride sharing (Uber/Lyft), airport shuttles, or public transportation to and from the airport or train station whenever possible.</p> <p><u>Rental Cars:</u> Rental cars are NOT a reimbursable expense for meetings held in the Washington, DC area. For meetings outside the DC area, please book through our travel agency, and it will be billed directly to the Academies. Insurance is already included in the Academies' agreements with rental car companies. Any additional insurance purchased cannot be reimbursed. Only economy and compact car rentals are valid while on Academies' travel. Sedan services must be authorized in advance.</p> <p><u>Rail Travel:</u> We are not able to reimburse the cost of Acela train service, as it is a premium class. You may book coach class rail service through our travel agency.</p> <p><u>Personal Vehicle:</u> An estimate of cost should be obtained from your travel coordinator before using a personal vehicle on Academies business. Reimbursement will be limited to that of the cost of a common carrier. Personal vehicle use will be reimbursed at 54.5 cents per mile; remember to record your total mileage.</p>				
Hotel Reservations	<p>Hotel accommodations have been arranged for your stay at the hotel below. Please contact your travel administrator (Lillian Andrews, Landrews@nas.edu) to book the room.</p> <p style="text-align: center;">CANOPY BY HILTON WASHINGTON DC THE WHARF 975 7th Street SW, Washington, District of Columbia, 20024, USA,</p> <p>These accommodations are direct billed to the Academies and guaranteed for late arrival. You will be responsible for paying for incidental expenses and the hotel will ask you for your credit card.</p> <p><i>Please notify your travel coordinator immediately of any cancellations or changes in arrival time so that they may manage expectations with the hotel and reduce potential cancellation/attrition charges.</i></p>				
Direct Deposit	<p><i>Direct deposit reduces processing time for reimbursements and is more environmentally friendly than printing checks.</i> If you are not currently set up for direct deposit and are interested in doing so, please contact your travel coordinator and the instructions for enrolling will be emailed to you.</p>				
<div style="background-color: #00728f; color: white; padding: 10px; text-align: center;"> <h2 style="margin: 0;">While You Travel</h2> <p style="margin: 0;">Meeting details and information about tracking your out-of-pocket expenses</p> </div>					
Meeting Location and Times	<div style="text-align: center; color: red; margin-bottom: 10px;"> The National Academies Keck Center 500 5th St. NW, Washington, DC 20001 </div> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: center; width: 50%;"><u>Tuesday, June 11, 2019</u></th> <th style="text-align: center; width: 50%;"><u>Wednesday, June 12, 2019</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> 2:30-5:00 PM - Council Meeting (closed session) 5:00-6:30 PM - Cocktail Mixer (Keck Atrium) 6:30-8:00 PM - Dinner and Keynote (Keck Atrium) </td> <td style="vertical-align: top;"> 7:30 AM - Continental Breakfast (Keck Lobby) 8:00 AM - General Meeting (Keck 100) 12:15 PM - Lunch (Keck Lobby) 3:00 PM - Adjourn </td> </tr> </tbody> </table>	<u>Tuesday, June 11, 2019</u>	<u>Wednesday, June 12, 2019</u>	2:30-5:00 PM - Council Meeting (closed session) 5:00-6:30 PM - Cocktail Mixer (Keck Atrium) 6:30-8:00 PM - Dinner and Keynote (Keck Atrium)	7:30 AM - Continental Breakfast (Keck Lobby) 8:00 AM - General Meeting (Keck 100) 12:15 PM - Lunch (Keck Lobby) 3:00 PM - Adjourn
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Travel Issues	<p>If you have any issues during travel (e.g., weather delays), contact the travel agency and inform your travel coordinator:</p> <p>♦ Kentlands Travel, 1-800-552-6425, after hours: 1-888-565-9174 nas@uniglobekentlands.com</p>				
Per Diem (Meals Allowance)	<ul style="list-style-type: none"> ♦ <i>Travelers must be 50 miles from their home or principle place of business to be eligible for reimbursement.</i> ♦ The per diem rate for Washington D.C. is \$76.00 for meals and tips. Alcohol charges cannot be reimbursed. ♦ The Academies reimburses actual expenses up to the per diem limit. When the Academies provide meals, the associated costs will be deducted from the available per diem. 				

	♦First and last day of travel - meal reimbursements will be capped at 75% (or \$57.00) per federal regulation.
Tracking out-of-pocket Expenses	Keep a record of all out of pocket expenses and the date they were incurred. Receipts are required for: <ul style="list-style-type: none"> • ALL transportation costs (air, rail, rental car) regardless of the cost • All expenses over \$75
Map and Directions	Directions from the hotel to the Keck Center.
<h2 style="text-align: center;">After You Travel</h2> <p style="text-align: center;">Reimbursement for your out-of-pocket expenses</p>	
Submitting Travel Expenses for Reimbursement	<p>It is Academies policy that all travel expense reports (TER) are completed within 25 days of travel. Sponsors may reject expenses not submitted on time. If you have questions, or trouble completing your TER, please contact your travel coordinator for assistance.</p> <p>Please complete your Travel Expense Reimbursement (TER) via Concur, our online reimbursement tool (https://www.concursolutions.com) or download the mobile app (https://www.concur.com/en-us/mobile). Your Concur sign-in information, password, and detailed instructions for completing your TER will be sent in a separate email from your travel coordinator.</p> <p>*If you are having trouble logging in to Concur, please contact the Travel Office traveloffice@nas.edu.</p> <p>Your pre-populated TER will contain your itinerary and all items billed directly to the Academies. Please enter all out-of-pocket expenses and upload a PDF (when using the Concur website) or a picture (when using the Concur app) of receipts for all transportation costs and all other expenses over \$75. When you have entered your reimbursable expenses, please notify your travel coordinator. Please <u>DO NOT CLICK "Submit Report"</u>.</p>