

EU-US Frontiers of Engineering Symposium  
November 18-20, 2019  
Stockholm, Sweden

## Before You Travel

### Information to make your travel and lodging arrangements

<b>Your Travel Coordinator</b>	Your assigned travel coordinator is your primary logistics contact for this meeting. Please reach out should you have any questions or need assistance. Sherri Hunter <a href="mailto:shunter@nae.edu">shunter@nae.edu</a>
<b>Authorized Travel Dates</b>	November 16-21, 2019
<b>Making Travel Arrangements</b> (AS)	<ul style="list-style-type: none"> <li>• <b>All International Travel must be booked through our travel agency</b>, Kentlands Travel, 1-800-552-6425, <a href="mailto:nas@uniglobekentlands.com">nas@uniglobekentlands.com</a> <ul style="list-style-type: none"> <li>○ Provide the agent with the travel code: <b>NAE190054</b></li> <li>○ The agency will ensure your itinerary complies with all federal regulations and Academies travel policies and procedures, full recoverability from the sponsor, and full reimbursement to you.</li> </ul> </li> <li>• You will be reimbursed up to \$1300 for a roundtrip ticket between your home city and Stockholm Arlanda Airport (ARN) during the official meeting dates, contingent on attending the full meeting.</li> <li>• Please book your flights as soon as possible to get the best fares.</li> <li>• You will need to depart the US on Saturday, November 16 in order to arrive in Stockholm in time to attend the full meeting.</li> <li>• Taking departing flights before 3pm on November 20 is discouraged, as participants are required to stay until the symposium ends at 12noon.</li> <li>• If you are combining travel for Academies business with other travel (either personal or non-Academies business), the Academies will reimburse you for the constructive cost on the itinerary – the lowest reasonable roundtrip economy fare from your permanent place of residence or business to the meeting location.</li> <li>• You will be responsible for any change fees and additional fare costs due to changes or oversights in your schedule.</li> </ul>
<b>Ground Transportation</b>	Ground transportation costs are the responsibility of the participant.
<b>Hotel Reservations</b>	<p>Hotel accommodations will be arranged for your stay at the Scandic Anglais hotel according to your response on the <a href="#">travel form</a>, due Friday, September 13.</p> <p><a href="#">Scandic Anglais</a> Humlegårdsgatan 23 102 44 Stockholm Sweden T: +46 8 517 340 00</p> <ul style="list-style-type: none"> <li>• Please do not contact the hotel directly to make a reservation.</li> <li>• Dates included are check-in on November 17 and check-out on November 20 (3 nights).</li> <li>• Your room and taxes are direct-billed to the Royal Academy of Engineering Sciences (IVA) and guaranteed for late arrival.</li> <li>• You will be responsible for paying for incidental expenses with your credit card.</li> <li>• <b>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.</b></li> </ul>

# While You Travel

Meeting details and information about tracking your out-of-pocket expenses

<b>Meeting Location and Times</b>	<ul style="list-style-type: none"><li>• The meeting will be held at the Royal Academy of Engineering Sciences (IVA) , Grev Turegatan 16, 102 42 Stockholm.</li><li>• We will email you about two weeks before the symposium when the final program is posted on the symposium website.</li></ul>
<b>Travel Issues</b>	<ul style="list-style-type: none"><li>• If you have any issues during travel (e.g., weather delays), contact the travel agency and email Sherri Hunter <a href="mailto:shunter@nae.edu">shunter@nae.edu</a>.</li><li>• Kentlands Travel, 1-800-552-6425, after hours: 1-888-565-9174 <a href="mailto:nae@uniglobekentlands.com">nae@uniglobekentlands.com</a></li></ul>

# After You Travel

Reimbursement for your out-of-pocket expenses

<b>Submitting Travel Expenses for Reimbursement</b>	<ul style="list-style-type: none"><li>• <b>It is Academies policy that all travel expense reports (TER) be completed within 25 days of travel.</b></li><li>• <b>Sponsors may reject expenses not submitted on time. If you have questions about completing your TER, please contact your travel coordinator for assistance.</b></li><li>• Sherri Hunter will email detailed instructions for completing your TER soon after the meeting.</li><li>• If you have trouble logging in to Concur, please contact the Travel Office <a href="mailto:traveloffice@nas.edu">traveloffice@nas.edu</a>.</li><li>• All receipts showing date, total payment, and payment form used are required for reimbursement.</li><li>• If you use miles to reserve your flights, please note that miles <b>cannot</b> be reimbursed.</li><li>• If you wait too long to upload your expenses, your password will expire, which will slow your reimbursement process.</li><li>• I recommend copying the username to avoid login errors (they often begin with the letter "O.")</li><li>• To reduce the possibility of a check getting lost in the mail and delaying your reimbursement, we strongly encourage you to send <a href="#">this form</a> to <a href="mailto:cashmanagement@nas.edu">cashmanagement@nas.edu</a> to sign up for direct deposit.</li><li>• Direct deposit reduces processing time for reimbursements and is more environmentally-friendly than printing checks.</li><li>• <b>DO NOT SUBMIT THE REPORT. Email Sherri Hunter to let her know your expense report is ready for review or to let me know you are not requesting reimbursement.</b></li></ul>
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