

German-American Frontiers of Engineering Symposium  
 March 22-25, 2023  
 Jülich, Germany

## 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>	March 21-26, 2023
<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> <ul style="list-style-type: none"> <li>○ After reviewing all guidelines below, submit this form. <a href="https://form.jotform.com/FOE/vai-booking-request-form-GAFOE">https://form.jotform.com/FOE/vai-booking-request-form-GAFOE</a></li> <li>○ Travel code: <b>NAE230009</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 \$1500 between your home city and Dusseldorf (DUS) or Cologne/Bonn (CGN) Airports, 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 Tuesday, March 21 in order to arrive in Düren in time for the welcome reception on March 22 at 7 pm.</li> <li>• Taking departing flights before 4pm on March 25 is discouraged, as participants are required to stay until the symposium ends around 1:15pm.</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>• <b>*Changes in Travel Plans*</b> Please contact your travel coordinator listed above and the travel agency as soon as you know you 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.</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>	<ul style="list-style-type: none"> <li>• Ground transportation is the responsibility of the participant. See <a href="#">this page</a>.</li> </ul>

(continued)

<p><b>Hotel Reservations</b></p>	<p>Hotel accommodations will be arranged for your stay at the Dorint Hotel Düren hotel according to your response to AvH’s travel form.</p> <p><a href="#">Dorint Hotel Düren</a>  Moltkestraße 35  52351 Düren  Germany  T: +49 2421 4402-0</p> <ul style="list-style-type: none"> <li>• Please do not contact the hotel directly to make a reservation.</li> <li>• Your room and taxes are direct-billed to AvH and guaranteed for late arrival.</li> <li>• Dates included are check-in on March 22 and check-out on March 25 (3 nights). If you cannot leave after 3pm on March 25 due to flight schedules, the night of March 25 will also be covered.</li> <li>• If you are staying extra nights, the nightly room rate including breakfast and tax is €109, about \$113.</li> <li>• You will be responsible for paying for incidental expenses with your credit card.</li> <li>• <b>Please call the hotel and email Sherri Hunter 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>
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## While You Travel

<p><b>Meeting Location and Times</b></p>	<ul style="list-style-type: none"> <li>• The meeting will be held at the <a href="#">Jülich Research Center</a>, Wilhelm-Johnen-Strasse, 52428 Jülich , T:49 02461 61-0.</li> <li>• We will email you about two weeks before the symposium when the final program is posted on the symposium website.</li> </ul>
<p><b>Travel Issues</b></p>	<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>• Vai Travel, 1-800-552-6425, after hours: 1-888-565-9174</li> </ul>

## After You Travel

Reimbursement for your airfare

<p><b>Submitting Travel Expenses for Reimbursement</b></p>	<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 and direct deposit enrollment soon after the meeting.</li> <li>• All receipts for airfare showing date, total payment, and payment form used are required for reimbursement.</li> <li>• Direct deposit is used for reimbursements.</li> </ul>
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