

Japan-America Frontiers of Engineering Symposium
July 17-20, 2023
Tokyo, Japan

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 or need assistance. Sherri Hunter shunter@nae.edu
Authorized Travel Dates	July 16-21, 2023 We cannot reimburse per diem expenses incurred outside these dates.
Making Travel Arrangements (AS)	<ul style="list-style-type: none"> • All International Travel must be booked through our travel agency. <ul style="list-style-type: none"> ○ After reviewing all guidelines below, submit this form. https://form.jotform.com/FOE/vai-booking-request-form ○ Travel code: NAE230033 ○ The agency will ensure your itinerary complies with all federal regulations and Academies travel policies and procedures and full recoverability from the sponsor. • You will be reimbursed up to \$2500 for airfare between your home city and Haneda International Airport (HND) (about 60 minutes by train or 20 minutes by car) or Narita International Airport (NRT)(about 90 minutes by train or 60 minutes by car), contingent on attending the full meeting. • Please book your flights as soon as possible to get the best fares. • You will need to depart the US on Sunday, July 16 in order to arrive in Tokyo in time to attend the Welcome Reception on July 17. • Taking departing flights before 4pm on July 20 is discouraged, as participants are required to stay until the symposium ends around 12noon. • 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. • *Changes in Travel Plans* 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. • You will be responsible for any change fees and additional fare costs due to changes or oversights in your schedule.
Ground Transportation	<ul style="list-style-type: none"> • Ground transportation is the responsibility of the participant. See this page.

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Hotel Reservations	<p>Hotel accommodations will be arranged for your stay at the RIHGA Royal Hotel Tokyo according to your response to the travel form.</p> <p>RIHGA Royal Hotel Tokyo 1-104-19 Totsuka-machi Shinjuku-ku, Tokyo 169-8613 Japan T: +81 (0)3-5285-1121</p> <ul style="list-style-type: none"> • Please do not contact the hotel directly to make a reservation. • Your room and taxes are direct-billed to EAJ and guaranteed for late arrival. • Dates included are check-in on July 17 and check-out on July 20 (3 nights). If you cannot leave after 4pm on July 20 due to flight schedules, the night of July 20 will also be covered. • If you are staying extra nights, you will pay the prevailing rate, currently ranging from \$144 to \$190 for a standard room. Suites cost more. • You will be responsible for paying for incidental expenses with your credit card. • Room charges incurred if lodging dates are changed without sufficient notice will be the responsibility of the participant. • 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.
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While You Travel

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

Meeting Location and Times	<ul style="list-style-type: none"> • The meeting will be held at Waseda University, 1-104 Totsukamachi, Shinjuku-ku, Tokyo, 169-8050, Japan. • We will email you about two weeks before the symposium when the final program is posted on the symposium website.
Travel Issues	<ul style="list-style-type: none"> • If you have any issues during travel (e.g., weather delays), contact the travel agency and email Sherri Hunter shunter@nae.edu. • Vai Travel, 1-800-552-6425, after hours: 1-888-565-9174

After You Travel

Reimbursement for your out-of-pocket expenses

Submitting Travel Expenses for Reimbursement	<ul style="list-style-type: none"> • It is Academies policy that all travel expense reports (TER) be completed within 25 days of travel. • Sponsors may reject expenses not submitted on time. If you have questions about completing your TER, please contact your travel coordinator for assistance. • Sherri Hunter will email detailed instructions for completing your TER and direct deposit enrollment soon after the meeting. • All receipts for airfare showing date, total payment, and payment form used are required for reimbursement. • Direct deposit is used for reimbursements.
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