

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 (SO)	<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. ○ Air booked through our travel agency will be direct billed to the Academies. • We can cover coach-class airfare of US organizing committee members and speakers. <ul style="list-style-type: none"> ○ Based on a 21-day advance purchase. ○ We see roundtrip fares around \$2500 or less, depending on originating city. ○ Roundtrip ticket 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). • 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. • Tickets that are direct-billed to NAE must be reimbursed if you cancel your attendance. After the reimbursement process is complete, you will be able to use the credit for future travel, minus the change fee.
Ground Transportation	<ul style="list-style-type: none"> • Because NAE is a nonprofit organization, please consider cost when choosing ground transportation. • We encourage public transportation to/from the airport or train station or shared airport shuttles/ride sharing whenever possible. Instructions for taking the train from HND or NRT to the RIHGA Royal Hotel Tokyo hotel will be posted here. • Sedan/premium service is not reimbursable. • <u>Rental Cars</u>: Rental cars are NOT a reimbursable expense. • <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. • <u>Personal Vehicle</u>: Personal vehicle use will be reimbursed at \$0.625/mile. Remember to record your total mileage.

<p>Hotel Reservations</p>	<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

<p>Meeting Location and Times</p>	<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.
<p>Travel Issues</p>	<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
<p>Per Diem (Meals and Tips Allowance)</p>	<p>Meal and tip reimbursements for the first and last day of travel will be capped at 75% of the per diem rate for Tokyo.</p>
<p>Other Expenses</p>	<p>Other reimbursable, non-incidentals travel expenses include:</p> <ul style="list-style-type: none"> • Airport parking • Tolls
<p>Expenses That Are Not Reimbursable</p>	<ul style="list-style-type: none"> • Meals taken elsewhere during the symposium, where meals are provided • Internet expenses • Bag check fees

After You Travel
Reimbursement for your out-of-pocket expenses

<p>Submitting Travel Expenses for Reimbursement</p>	<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. • Receipts showing date, total payment, and payment form used are required for reimbursement of covered expenses that are not part of per diem. • Direct deposit is used for reimbursements.
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