

2023 US Frontiers of Engineering Symposium
September 10-13, 2022
Boulder, CO

Before You Travel

Information to make your travel and lodging arrangements

Your Travel Coordinator	Please email Sherri Hunter shunter@nae.edu , your assigned travel coordinator, if you have any questions or have any issues during travel (e.g., weather delays).
Authorized Travel Dates	September 10-13, 2023
Making Travel Arrangements (AHS)	<ul style="list-style-type: none"> • You will be reimbursed up to \$500 for a roundtrip ticket between your home city and Denver International Airport (DEN). • Please book your flights as soon as possible to get the best fares. • Taking departing flights before 2pm on September 13 is discouraged, as participants are required to stay until the symposium ends about 12noon. • If you are <ul style="list-style-type: none"> ○ combining this trip with other travel (either personal or non-Academies business) ○ traveling on different dates ○ traveling from or returning to somewhere other than your home city ○ you must email Sherri your itinerary on the day you book your tickets so a constructive cost can be determined. 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 on the approved dates. • *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. • Receipts showing airlines, dates, times, origination and destination points, total payment, and payment form used are required for reimbursement.
Ground Transportation	<ul style="list-style-type: none"> • Bus transportation to Denver airport will be provided after the meeting ends. • All other ground transportation is the responsibility of the participant.
Hotel Reservations	<p>We will reserve your hotel room at the Embassy Suites by Hilton Boulder according to your response on the travel form, due July 21.</p> <p>Embassy Suites by Hilton Boulder, 2601 Canyon Blvd., Boulder, CO 80302, T: (303) 443-2600</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 CU Boulder and guaranteed for late arrival. • 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 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.
Meeting Location and Times	<ul style="list-style-type: none"> • The meeting will be held at Folsom Field at the University of Colorado Boulder, 2400 Colorado Avenue, Boulder, CO 80305. • We will email you about one-two weeks before the symposium when the final program is posted on the symposium website. A preliminary program is on the website.

After You Travel

Reimbursement for your approved 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 15 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 soon after the meeting.• To reduce the possibility of a check getting lost in the mail and delaying your reimbursement, we strongly encourage you to send this form to cashmanagement@nas.edu to sign up for direct deposit.• Direct deposit reduces processing time for reimbursements and is more environmentally-friendly than printing checks.
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