## Before You Travel
Information to make your travel and lodging arrangements

<table>
<thead>
<tr>
<th>Your Travel Coordinator</th>
<th>Please email Sherri Hunter <a href="mailto:shunter@nae.edu">shunter@nae.edu</a>, your assigned travel coordinator, if you have any questions or have any issues during travel (e.g., weather delays).</th>
</tr>
</thead>
</table>
| Authorized Travel Dates | October 15-18, 2023  
We cannot reimburse approved per diem expenses incurred outside these dates. |
| Making Travel Arrangements (SO) | - Please book air reservations through Vai Travel after reviewing all guidelines below by submitting this form. [https://form.jotform.com/FOE/vai-booking-request-form](https://form.jotform.com/FOE/vai-booking-request-form)  
  - Provide the agent with the travel code: NAE230042  
  - 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.  
  - Air booked through our travel agency will be direct billed to the Academies.  
  - We can cover coach-class airfare of organizing committee members and speakers.  
  - Based on a 21-day advance purchase.  
  - Roundtrip ticket between your home city and Newark International Airport (EWR).  
  - Please book your flights as soon as possible to get the best fares.  
  - Taking departing flights before 3pm on October 18 is discouraged, as participants are required to stay until the symposium ends about 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.  
  - Receipts showing airlines, dates, times, origination and destination points, total payment, and payment form used are required for reimbursement. |
| Ground Transportation | - **Because NAE is a nonprofit organization, please consider cost when choosing ground transportation. We encourage the use of ride sharing (Uber/Lyft/shared airport shuttles) or public transportation to and from the airport whenever possible. Taxis remain an option.**  
  - Sedan service is not reimbursable.  
  - Rental Cars: Rental cars are NOT a reimbursable expense.  
  - Rail Travel: 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.  
  - Personal Vehicle: Personal vehicle use will be reimbursed at $0.655/mile. Remember to record your total mileage. |
| Hotel Reservations | We will reserve your hotel room at the [Embassy Suites by Hilton Berkeley Heights](http://embassysuitesbyhilton.com) according to your response on the travel form, due August 18.  
Embassy Suites by Hilton Berkeley Heights, 250 Connell Drive, Berkeley Heights, NJ 07922, T: (908) 897-1970  
- Please do not contact the hotel directly to make a reservation.  
- Your room and taxes are direct-billed to Nokia 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. |
| Special Accommodation Requests | If you have dietary restrictions, special accommodations (e.g., nursing mother or disability), and/or require assistance, please indicate that on the travel form. |

### While You Travel
Meeting details and information about tracking your out-of-pocket expenses

| Meeting Location and Times | The meeting will be held at Nokia Bell Labs, 600 Mountain Avenue, Murray Hill, New Jersey 07974.  
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. |
| Travel Issues | Vai Travel, 1-800-552-6425, [nas@vaitravel.com](mailto:nas@vaitravel.com), after hours: 1-888-565-9174 |
| Per Diem (Meals Allowance) | Travelers must be 50 miles from their home or principal place of business to be eligible for reimbursement.  
NASEM has adopted the fixed meal per diem method. Travelers do not need to enter meals or provide receipts for expenses related to meals when completing their expense report. Your expense report will be automatically credited for meals not provided by NASEM.  
First and last day of travel - meal reimbursements will be capped at 75% per federal regulation. |
| Other Expenses | Other reimbursable, non-incidental travel expenses include:  
- Airport parking  
- Tolls and Mileage to and from home airport |
| Expenses That Are Not Reimbursable | Meals taken elsewhere during the symposium, where meals are provided  
- Internet expenses  
- Bag check fees |

### After You Travel
Reimbursement for your approved expenses

| Submitting Travel Expenses for Reimbursement | 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](mailto:cashmanagement@nas.edu) to sign up for direct deposit.  
Direct deposit reduces processing time for reimbursements and is more environmentally-friendly than printing and mailing checks. |