GUIRR June 2022 Meeting: Enhancing U.S. Science and Innovation with Novel Cross-Sector S&T Partnerships
National Academy of Sciences Building – 2101 Constitution Ave., NW, Washington, DC 20037
June 28-29, 2022

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, concerns, issues, or need assistance.* **Christa Nairn** **202-334-2631** **Cnairn@nas.edu**
Authorized Travel Dates	**Monday, June 27th, 2022 – Thursday, June 30th, 2022.** We cannot reimburse per diem expenses incurred outside these dates. Travelers must be 50 or more miles from their home or principal place of business to be eligible for per diem reimbursement. GUIRR is able to reimburse one night hotel stay, with exceptions made on a case-by-case bias for members traveling from the West Coast.
Making Travel Arrangements	**Please use our travel agency, below, to arrange your air, rail, and rental car reservations.** **Please note: All International Travel must be booked through our travel agency.** The agency will ensure your itinerary complies with all federal regulation, Academies travel policies and procedures, will ensure full recoverability from the sponsor, and full reimbursement to you. Air, rail, and rental cars booked through our travel agency will be directly billed to the Academies. ◆**Vai Travel (Kentlands), 1-800-552-6425, nas@vaitravel.com** Please provide the agent with the travel code for this meeting: **PGA220035** **Combining Academies business with other travel** If you are combining travel for Academies business with other travel (either personal or non-Academies business), **please book with our travel agency to ensure that you will be reimbursed to the greatest extent possible. We rely on our travel agency to separate Academies and other travel**. The Academies will reimburse you for **the lowest reasonable roundtrip economy fare** from your permanent place of residence or business to the location where the Academies' business will take place. ***Changes in Travel Plans*** *Please contact your travel coordinator, listed above, and the travel agency as soon as you know you will 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.*
Ground Transportation	**We encourage the use of taxis, ride sharing such as Uber/Lyft (Not Premium or Surge Pricing), airport shuttles, or public transportation to and from the airport or train station whenever possible.** *Rental Cars:* **Rental cars are NOT a reimbursable expense for meetings held in the Washington, DC area**. *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:* An estimate of cost should be obtained from your travel coordinator before using a personal vehicle on Academies business. Reimbursement will be limited to that of the cost of a common carrier. Personal vehicle use will be reimbursed at 56 cents per mile; remember to record your total mileage.
Hotel Reservations	GUIRR is able to reimburse travelers for **one night stay**, at the per diem rate of $258, with exceptions made on a case-by-case basis for members traveling from the West Coast. Travelers will be responsible for arranging their own hotel stay. Please contact your travel coordinator for hotel recommendations. You will be responsible for paying for incidental expenses and the hotel will ask you for your credit card.

Direct Deposit	*Direct deposit reduces processing time for reimbursements and is more environmentally friendly than printing checks.* If you are not currently set up for direct deposit and are interested in doing so, consider enrolling by completing the traveler direct deposit form and send it to our Accounting Department.
Special Accommodation Requests	If you have dietary restrictions, special accommodations (e.g., nursing mother or disability), and/or require assistance, please complete our Dietary and Special Accommodations form by clicking on this link. If you receive a security warning pop-up, please click 'Allow' or 'OK', and it will take you to the form. Once completed, please email this form to Christa Nairn at Cnairn@nas.edu.

While You Travel

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

Meeting Location and Times	**National Academy of Sciences Building** **2101 Constitution Ave., NW,** **Washington, DC 20037** **<u>Tuesday, June 28, 2022</u>** **3:00-5:00 PM** - Council Meeting (closed session) **5:00-6:30 PM** – Reception **6:30-8:30 PM** – Dinner **<u>Wednesday, June 29, 2022</u>** **8:30 AM** - Continental Breakfast **9:00 AM** - General Meeting **12:15 PM -** Lunch **4:30 PM** – Adjourn
Travel Issues	If you have any issues during travel (e.g., weather delays), contact the travel agency and inform your travel coordinator: ◆ **Vai Travel (Kentlands), 1-800-552-6425, after hours: 1-888-565-9174 nas@vaitravel.com**
Per Diem (Meals Allowance)	◆ *Travelers must be 50 miles from their home or principle 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.
Tracking out-of-pocket Expenses	Keep a record of all out of pocket expenses and the date they were incurred. Receipts are required for: • ALL transportation costs (air, rail, rental car) regardless of the cost • All expenses over $75

After You Travel

Reimbursement for your out-of-pocket expenses

Submitting Travel Expenses for Reimbursement	**It is Academies policy that all travel expense reports (TER) are completed within 25 days of travel. Sponsors may reject expenses not submitted on time. If you have questions, or trouble completing your TER, please contact your travel coordinator for assistance.** Please complete your Travel Expense Reimbursement (TER) via Concur, our online reimbursement tool (https://www.concursolutions.com) or download the mobile app (https://www.concur.com/en-us/mobile). Your Concur sign-in information, password, and detailed instructions for completing your TER will be sent in a separate email from your travel coordinator. *If you are having trouble logging in to Concur, please contact the Travel Office traveloffice@nas.edu. Your pre-populated TER will contain your itinerary and all items billed directly to the Academies as well as your fixed meal allowance. Please enter all out-of-pocket expenses and upload a PDF (when using the Concur website) or a picture (when using the Concur app) of receipts for all transportation costs and all other expenses over $75. When you have entered your reimbursable expenses, please notify your travel coordinator. Please **DO NOT CLICK "Submit Report"**.