GUIRR Meeting: Interpreting the Axioms of Innovation
Keck Center – 500 Fifth St., N.W. Washington, DC 20001
June 13 – 14, 2023

Before You Travel

Information to make your travel and lodging arrangements

NASEM Travel	NASEM's top priority is the safety of our travelers and staff. Click HERE to review our operating status and protocols. If you choose to attend meetings in person and test positive for COVID-19 while at an Academies meeting, we will make arrangements for you to join virtually. If you test positive for COVID-19 during the event and, following the latest CDC guidance need to isolate for a period of time, we will assist you in making arrangements for extending accommodations and rebooking your travel. Please note that our ability to support these additional costs are subject to the award sponsor agreeing to cover these costs and it is possible that you may be responsible for these additional expenses. However you choose to participate, we are grateful for your important contribution to our mission to provide independent, objective advice to inform policy with evidence, spark progress and innovation, and confront challenging issues for the benefit of society.
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** **202-334-2838** **CNairn@nas.edu**
Authorized Travel Dates	**Monday, June 12, 2023 – Thursday, June 15, 2023** *Travelers must be 50 or more miles from their home or principal place of business to be eligible for per diem reimbursement. We cannot reimburse per diem expenses incurred outside these dates.*
Making Travel Arrangements	**Please use our travel agency, below, to arrange your air and rail 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 may be contacted in one of three ways - Online Booking Request form- https://www.vaitravel.com/booking-request-form/ (click the link or copy and paste into browser) - 1-800-552-6425 - nas@vaitravel.com Please provide the agent with the travel code for this meeting: **PGA230076** **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, above, to ensure that you will be reimbursed to the greatest extent possible. We rely on our travel agency to separate Academies and other travel to substantiate allowability and sponsor reimbursement*. 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 the current rate per mile established by GSA; remember to record your total mileage.
Hotel Reservations	GUIRR will 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 are responsible for arranging their own hotel stay. The list of hotel suggestions is not restrictive, and hotel vendors may quote nightly rates above or below the per diem rate. Reimbursement will be limited to a nightly rate of $258. The traveler will be responsible for paying for incidental expenses and the hotel will ask you for your credit card.
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.
Traveler Reimbursement	Direct deposit is used for reimbursements. If you are not currently set up for direct deposit, please email Christa Nairn to receive the enrollment form and send the completed form to our Accounting Department.

While You Travel

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

Meeting Location and Times	Keck Center 500 Fifth St., N.W. Washington, D.C. 20001 **Tuesday, June 13, 2023** **3:00-5:00 PM** - Council Meeting (closed session) **5:00-6:30 PM** – Reception **6:30-8:30 PM** – Dinner **Wednesday, June 14, 2023** **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: 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 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.
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 travel expense reports (TERs) are completed within 15 days of the end of travel. Sponsors may reject expenses not submitted on time and will be the responsibility of the traveler. If you have questions, or trouble completing your TER, please contact your travel coordinator for assistance.** In January 2023, the National Academies of Sciences, Engineering, and Medicine migrated away from Concur to a new expense reporting system that is integrated into our financial management system. Detailed instructions for completing your TER will be sent in a separate email from your travel coordinator. Please keep track of all other out-of-pocket expenses. Receipts for all transportation costs and all other (non-food related) expenses over $75.

Revised: 11/01/2022