

2025 Memorandum on Travel, Lodging, and Meals

Date: January 30, 2025
From: Affiliated Councils and Chapters (ACC)
Re: 2025 Advocacy in Action and Council Presidents' Seminar, April 7-10, 2025

MOAA's 2025 in-person Advocacy in Action and Council Presidents' Seminar will be held April 7-10 at the Hyatt Regency Crystal City at Reagan National Airport, 2799 Jefferson Davis Highway, Arlington, VA. Please read this information sheet before arranging your trip and again before submitting your travel claim for reimbursement.

The following documents can be downloaded on the [ACC webpage](#) and are required for reimbursement:

- Travel Claim Form
- Receipts (airline, meals traveling to/from Hyatt Regency)
- If traveling by vehicle, please submit mileage page (<https://www.mapquest.com/>)

The Travel Claim Form will calculate your mileage, total your expenses, and accumulate them in the correct columns of the Expense Summary section. Complete the form, save a copy to your computer, and email, along with all receipts and mileage page if applicable to chapters@moaa.org.

After your travel claim and receipts have been received and processed by our office, you will receive an email from our Finance Team with a link to update your payment profile in our Accounts Payable system, Tipalti. From there, you will be asked to enter the required tax and payment information. This is a required step for payment processing.

While electronic submissions are preferred, paper submissions of all forms and accompanying receipts may be mailed to: MOAA Chapter Affairs, ATTN: Dena Kilgore, 201 North Washington St., Alexandria, VA 22314. **All travel claims and receipts must be received within 30 days of the last day of the seminar.**

TRAVEL

Invited attendees are responsible for making their own travel arrangements and will be reimbursed for the lowest cost, reasonable economy-class airfare. **MOAA cannot reimburse travel expenses for spouses or guests accompanying participants (unless an accompanying spouse/partner is a designated member of an advocacy team)**, and there are no planned events for spouses during the week. Anyone who does not attend the Chapter Presidents' Seminar will not be eligible for reimbursed travel costs. In addition, MOAA will not reimburse the cost of ticket changes, travel insurance, upgraded seats, or service fees charged by travel agencies.

We ask that you book your airline reservations as early as possible but at least 21 days prior to the event in an effort to keep travel expenses at a minimum. We also ask that you utilize the most economical carrier, regardless of any loyalty programs to which you might belong. **Any individual ticket price in excess of \$750 per individual must be approved in advance by Affiliated Councils and Chapters**. Please direct those inquiries and all questions regarding travel to Dena Kilgore, CAE, Program Director, Affiliated Councils and Chapters at 703-838-5818, or by emailing Denak@moaa.org.

You should make every effort to fly in and out of Ronald Reagan Washington National Airport, which is only 1.5 miles from the Hyatt Regency Crystal City. Shuttles and other transportation from Dulles International or Baltimore-Washington International to the hotel can be very costly and displace any savings in airfare. Additionally, the Hyatt offers regularly scheduled shuttle service to and from Reagan National.

MOAA will reimburse private vehicle roundtrip mileage between your home and local airport at the IRS standard mileage rate (70 cents per mile) as well as home airport parking fees or reasonable round-trip transportation between your home and local airport.

MOAA will also reimburse you for shared shuttle expenses to and from the destination airport and the host hotel. **MOAA will not reimburse you for executive sedan service, rental car charges, or expenses related to renting a car.**

If you choose to travel via private vehicle to the seminar, MOAA will reimburse you at the IRS standard mileage rate (70 cents/mile) **up to the lowest reasonable estimated cost of an economy-class commercial airline ticket.** We require that you submit with your reimbursement package the cost of the most economically priced air fare dated at least 30 days prior to AiA. If POV travel is elected, MOAA **will not** reimburse for lodging enroute to or from the venue.

Plan to arrive at the hotel in sufficient time to attend the welcome reception and dinner 5-8 p.m. on Monday, April 7, where you will meet your Advocacy in Action team members. Plan to remain through the Council President's seminar, which will conclude at approximately 3 p.m. on Thursday, April 10.

LODGING

After completing registration, you will be provided with a second link to register through our host hotel, the Hyatt Regency Crystal City. During the hotel registration process you will be asked to furnish a credit card to guarantee your reservation. Please note MOAA will cover the cost of your lodging expenses (room charge, hotel parking for event nights, and tax) Monday, April 7, through Thursday, April 10, and your card will not be charged. Please contact us if flight challenges require you to stay Thursday night. If you choose to arrive early or stay later for personal convenience or other business, these extra days will be charged to your credit card at the reduced rate we have negotiated with our host hotel. Hotel check-in time is 4 p.m. and check-out time is 12 p.m.

Please do not directly call the hotel to make or confirm your reservations. If you have questions or concerns, contact Johonna Nuby at JohonnaN@moaa.org or 703.838.8162.

MEALS

MOAA will reimburse seminar participants for the reasonable cost of meal expenses up to \$40 incurred on the first and last travel days while enroute to or from the seminar. Receipts are required.

MOAA will provide scheduled meals during this event and will not reimburse any meal expenses incurred by participants who choose not to take part in the provided meals.

For those participants who must remain overnight due to travel plans on Thursday night, April 10, MOAA will provide a dinner meal. There is an option to register for this meal on the registration page. No other reimbursable meals will be provided.



Remember: You must include a receipt for each reimbursable expense without exception with your Travel Claim Form. Please complete the Daily Travel Expense Record (and applicable snapshot of the mileage page) to avoid delay in processing your claim.