

2026 Memorandum on Travel, Lodging, and Meals

Date: February 19, 2026
From: Affiliated Councils and Chapters (ACC)
Re: 2026 Advocacy in Action and Council Presidents' Seminar, April 13 - 16, 2026

MOAA's 2026 in-person Advocacy in Action and Council Presidents' Seminar will be held April 13 – 16 at the Hilton Arlington National Landing, 2399 Richmond Highway, Arlington, VA 22202. ***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 Hilton Arlington National Landing) within the approved limits stated below
- If traveling by vehicle, please submit mileage page (<https://www.mapquest.com/>) and a screenshot of an economy-fare airline ticket rate taken 30 days in advance of the event.

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 the travel form 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

Plan to arrive at the hotel in sufficient time to attend the welcome reception and dinner 6-8 p.m. on Monday, April 13, where you will meet your Advocacy in Action team members. Plan to remain through the Council President's seminar, which will **conclude at approximately 12 p.m. on Thursday, April 16. An optional buffet lunch will take place from Noon to 1 p.m. Note this earlier end time from previous years should allow most to return home that afternoon.**

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. Any council president or independent chapter president in attendance who does not attend the Council Presidents' Seminar on Thursday morning 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.**

Any individual (economy fare) ticket price in excess of \$850 per individual must be approved in advance by Affiliated Councils and Chapters. 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. Please direct inquiries 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 3.2 miles from the Hilton Arlington National Landing. 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 Hilton Arlington offers regularly scheduled complimentary shuttle service to and from Reagan National (DCA).

MOAA will reimburse private vehicle roundtrip mileage between your home and local airport at the IRS standard mileage rate (72.5 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 (72.5 cents/mile) **up to the lowest reasonable estimated cost of an economy-class commercial airline ticket.** We require that you submit, along 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. MOAA will cover self-parking charges at our host hotel but will not cover self-parking charges or valet parking at commercial garages adjacent to our host hotel.

LODGING

After completing registration, you will be provided with a second link to register through our host hotel, the Hilton Arlington National Landing. 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 13, until Thursday, April 16, and your card will not be charged. We are ending the Council Presidents Seminar by Noon (as well as an optional lunch ending by 1:00 p.m.) on Thursday to allow for afternoon departures. Please contact us in advance if flight challenges require you to stay Thursday night or arrive before Monday afternoon. 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 3 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 for AiA participants and an accompanying spouse or guest and will not reimburse any meal expenses incurred by participants who choose not to take part in the provided meals.

Since the Council Presidents Seminar and Luncheon will end by 1 p.m. on Thursday, there will not be a dinner meal option provided by MOAA that evening, as in recent years.

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 an applicable snapshot of the mileage page) to avoid delay in processing your claim.