

2023 Memorandum on Travel, Lodging, and Meals

Date: February 21, 2023
From: Council and Chapter Affairs
Re: 2023 Advocacy in Action and Council Presidents' Seminar, April 24-27, 2023

MOAA's 2023 in-person Advocacy in Action and Council Presidents' Seminar will be held April 24-27 at the Hyatt Regency Crystal City at Reagan National Airport, 2799 Richmond Highway, Arlington, VA. Please read this information sheet before arranging your travel and again before submitting your travel claim for reimbursement.

The following documents can be downloaded on the CCA webpage and are required for reimbursement:

- Travel Claim Form
- ACH Form (bank account information)
- IRS W-9

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 the completed ACH form, IRS W-9, and all receipts using this [link](#). While electronic submissions are preferred, paper submissions of all forms and accompanying receipts may be mailed to:

MOAA Chapter Affairs, ATTN: Frank Michael, 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 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 \$600 per individual must be approved in advance by Council and Chapter Affairs.** Please direct those inquiries and all questions regarding travel to Frank Michael, Program Director, Council and Chapter Affairs at 858-442-9189, or by emailing frankm@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 for private vehicle roundtrip mileage between your home and local airport at the IRS standard mileage rate (65.5 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 (65.5 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 to 45 days prior to the seminar date. MOAA **will not** reimburse for lodging enroute to or from the seminar.

Plan to arrive at the hotel in sufficient time to attend the Advocacy in Action preparation briefings beginning Tuesday, April 25 at 1 p.m. and plan to remain through the seminar, which will conclude at approximately 4 p.m. Thursday, April 27.

LODGING

MOAA will make reservations for all hotel rooms at the Hyatt Regency Crystal City Hotel for AiA/seminar participants based on information submitted on the event registration form. MOAA will pay the hotel directly for participants' lodging expenses (room charge, hotel parking for event nights, and tax) for Monday, Tuesday, Wednesday, and Thursday nights (April 24-27). Seminar participants will be responsible for all other room charges, incidentals, room upgrades, and excessive tips. Those individuals arriving prior to Monday and staying beyond Friday morning will be responsible for all room charges, taxes, hotel parking, incidentals, and meal expenses associated with an extended stay. 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 Suzanne Walker at suzanne@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 is providing meals during this event, **except for Wednesday, April 26 when lunch will not be available for spouses or guests**, and will not reimburse for any meal expenses incurred by participants who choose not to take part in the provided meals.

For those participants staying Thursday night, April 27, MOAA will provide an additional reimbursement of up to \$40 toward the expense for dinner on your own.

Remember: You must include a receipt for each reimbursable expense without exception with your Travel Claim Form. Please complete the Daily Travel Expense Record to avoid delay in processing your claim.