

2020 Memorandum on Travel, Lodging, and Meals

Date: 15 January 2020
From: Council and Chapter Affairs Department
Re: 2020 Council Presidents' Seminar, March 23 - 26, 2020

The seminar will be held at the **Sheraton Pentagon City Hotel**, 900 S. Orme St., Arlington, Virginia, VA 22204. **Please read this information sheet before arranging your travel for the seminar and again while preparing your travel claim.** An electronic version of the Travel Claim Form is available which will calculate mileage, total expenses, and accumulate them in the correct columns of the Expense Summary section. Complete the form including the Daily Travel Expense Record, save copies, and email along **with copies of receipts and other required documentation** to ErinS@moaa.org or print and sign your copy and mail it to: MOAA Chapter Affairs, ATTN: Erin Stone, 201 N Washington St., Alexandria, VA 22314. **All travel claims should be submitted within 30 days of the last day of the seminar.**

SPOUSE TRAVEL:

MOAA will not reimburse any expenses for spouses or guests accompanying participants. There is no spouse agenda for the week. Spouses may, however, (at no expense) attend the Marix awards and all provided meals except for lunch on Wednesday.

TRAVEL:

Attendees are responsible for making their own travel arrangements. **MOAA will not reimburse ticket cancelation or change fees, travel insurance, upgraded seats, or travel agency fees. Expenses will not be reimbursed for anyone who does not attend the seminar.**

You will be reimbursed for the lowest reasonable economy-class airfare. You should, therefore, book your airline travel as early as possible but at least 21 days prior to travel in an effort to keep expenses at a minimum. We also ask you book your flight with 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 writing in advance by the Program Director, Council and Chapter Affairs Department:** Erin Stone at ErinS@moaa.org.

You should make every effort to fly in and out of Ronald Reagan Washington National Airport (approximately 3.5 miles from the Sheraton Pentagon City Hotel), as shuttles from Dulles International and Baltimore-Washington International to Arlington can be very costly and cancel out any savings in airfare. In most instances, Reagan National will be the most convenient and least expensive airport to use. Additionally, Sheraton Pentagon City offers a free shuttle that will pick you up and take you to the hotel.

If you must fly into one of the other area airports, you will need to arrange for shared ride shuttle service to the Sheraton Pentagon City Hotel. To arrange for shuttle service, call (800) BLUE-VAN (258-3826) for service area and updated fare information or go online to <http://www.supershuttle.com>.

MOAA will reimburse you for private vehicle roundtrip mileage between your home and your local airport at the IRS standard mileage rate (57.5 cents per mile for 2020) and home airport parking fees or reasonable round-trip transportation between your home and your 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 for round trip travel at the IRS standard mileage rate, up to the lowest reasonable cost of an economy-class airline ticket. **We require**

that you obtain an estimate for the most economical airfare at least 30 days prior to the seminar date and submit a copy of that estimate with your Travel Claim. MOAA will not reimburse you for lodging enroute to or from the seminar.

Plan to arrive at the hotel in sufficient time to attend the Storming the Hill preparation briefings beginning Tuesday, March 24 at 10 a.m. and plan to remain for the entire seminar, which will conclude at approximately 4 p.m. Thursday, March 26, 2020.

LODGING

MOAA will make reservations for all hotel rooms at the Sheraton Pentagon City Hotel for 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 (March 23 - 26). 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 3 p.m. and check-out time is 12 p.m. MOAA will not reimburse you for room upgrades or incidentals (e.g., laundry, telephone calls, excessive tips).

MEALS

MOAA will reimburse seminar participants for the cost of meals up to \$40 for both the first and last travel days while enroute to or from the seminar. For those participants staying Thursday night, March 26, MOAA will provide an additional reimbursement of up to \$40 toward the expense for Thursday night dinner. Receipts that also include spouse/guest meals should indicate which items are attributable to the seminar participant, as only those expenses will be reimbursed.

MOAA is providing meals during this event, except for lunch for spouses on Wednesday, April 10, and **will not reimburse any meal expenses incurred by participants who choose not to take part in provided meals.**

REMEMBER: THE DAILY TRAVEL EXPENSE RECORD, RECEIPTS FOR ALL EXPENSES, A COPY OF YOUR AIRLINE TICKET, AND COMPARATIVE AIRFARE (IF APPLICABLE) MUST BE SUBMITTED WITH YOUR TRAVEL CLAIM.