

2019 Memorandum on Travel, Lodging, and Meals

Date: February 7, 2019
From: Council and Chapter Affairs Department
Re: 2019 Council Presidents' Seminar, April 8-11, 2019

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, after the seminar prior to submitting your travel claim for reimbursement.** An electronic version of the Travel Claim Form is available, which 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 it along **with a copy of your receipts** to victoriat@moaa.org or print and sign your copy and mail it to: MOAA Chapter Affairs, 909 North Washington St., Suite 300, Alexandria, VA 22314. **All travel claims should be submitted for reimbursement within 30 days of the last day of the seminar along with receipts for all expenses.**

TRAVEL

Attendees are responsible for making their own travel arrangements and will be reimbursed for lowest, reasonable economy-class airfare for seminar participants only after submitting a travel claim. **MOAA will no longer reimburse travel expenses for any spouses or guests who might be accompanying participants, and there are no planned events for spouses during the week. Anyone who purchases a ticket but does not attend the seminar will not be reimbursed by MOAA for the cost of that ticket, as airline tickets are nontransferable.** Most airlines allow a credit for the ticketed individual to travel one year from the date of purchase. **MOAA will not reimburse you for 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 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 advance by the Council and Chapter Affairs Department. Please direct all questions regarding travel to Victoria Twyne in the Council and Chapter Affairs Department by calling (800) 234-6622, Ext. 118, or by emailing VictoriaT@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 metro 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 (58 cents per mile for 2019) as well as 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 at the IRS standard mileage rate, up to the reasonable lowest estimated cost of an economy-class commercial airline ticket. We require that you obtain an estimated cost of the most economically priced air fare dated at least 30 to 45 days prior to the seminar date and save it and submit a copy of this estimate with your Travel Claim. MOAA will not reimburse you for lodging while en route to or from the seminar.

Plan to arrive at the hotel in sufficient time to attend the Storming the Hill preparation briefings beginning Tuesday, April 9 at 1 p.m. and plan to remain for the entire seminar, which will conclude at approximately 4 p.m. Thursday, April 11, 2019.

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 (April 8-11). Seminar participants will be responsible for all other room charges, incidentals, room upgrades, and excessive tips to hotel staff. 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.

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 en route to or from the seminar. Receipts are required.

MOAA is providing meals during this event, except for lunch for spouses Wednesday, April 10, 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 11, MOAA will provide an additional reimbursement of up to \$40 toward the expense for Thursday night dinner.

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.
MOAA will not reimburse you for any incidentals (i.e. laundry, telephone calls, excessive tips, etc.).

REMEMBER: RECEIPTS ARE REQUIRED FOR ALL REIMBURSABLE EXPENSES!