



Travel Planning ACUS Plenary December 8-9, 2011

The 55th ACUS plenary session will begin at 2:00 p.m. on Thursday, December 8th, 2011. The closing session is scheduled to end at 12:30 p.m. on Friday, December 9th, 2011.

The plenary session will be held at the Commodities Futures Trading Commission (CFTC) Three Lafayette Centre 1155 21st Street, NW Washington, DC 20581

AIR & TRAIN RESERVATIONS

Members should make their own intercity travel arrangements. ACUS will reimburse travelers at cost. ***Please consult with ACUS prior to purchasing any ticket exceeding \$375.***

AIR TRAVEL

Traveling Members should arrange for the flight schedule and carrier of their preference, but are restricted to Economy Class travel in accordance with Federal Travel Regulations. Reimbursement will include the cost of any checked luggage fee.

Please Note: A receipt for the airline ticket and the ticket stub from all flights is required for reimbursement.

TRAIN TRAVEL

Traveling Members should arrange for the train schedule of their preference.

Please Note: A receipt for the train trip and the ticket stub is required for reimbursement.

LODGING & PERDIEM

Each traveling Member will receive \$106.50 (53.25 per day) to cover the cost of meals and incidentals in accordance with the federal daily per diem rates for the Washington, DC area.

Members should arrange their own hotel accommodations. Members are welcome to stay at the hotel of their preference; however, ***reimbursement is limited to the \$183.00 maximum government rate per night for the Washington, DC area.***

Enclosed is a list of downtown Washington hotels that offer a government rate for Dec 8th, 2011 and are within close proximity to the plenary venue.

Please Note: A receipt for your hotel stay is required for reimbursement.

GROUND TRANSPORTATION

ACUS will reimburse travelers for the cost of any ground transportation associated with travel to and from the airport/ train station as well as plenary-related transportation costs while in Washington, DC. Please be sure to retain receipts for each ground transportation trip.

NEXT STEPS

Please provide details of your intercity travel to ACUS no later than November 7, 2011.

Once the arrangements are confirmed, please send the following information via email to Harry Seidman, ACUS Administrative Director at hseidman@acus.gov:

1. Plane or train ticket information including the total cost, any estimated baggage fees, and arrival / departure information. A copy of the ticket confirmation is preferred.
2. The traveler's Social Security Number (required for reimbursement)
3. The address to which the reimbursement check will be mailed

RECEIPTS

Travelers must save and submit receipts for:

- **All airline flights-** A receipt showing the cost of the flights and any baggage fees **AND** ticket stub from each flight is required.
- **Train tickets-** A receipt showing the cost of the trips **AND** ticket stubs are required.
- **All forms of ground transportation/ parking** while in Washington and origin city.

CLAIMING REIMBURSEMENTS

Following the plenary, travelers should submit all receipts to ACUS within 3 weeks. Receipts should be sent to Harry Seidman, ACUS Administrative Director, via mail, fax, or PDF scan.

If you have any questions, please contact Harry Seidman at:

(202) 480-2085 (o)
(202) 747-4548 (m)
(202) 386-7190 (fax)
hseidman@acus.gov

Suggested Lodging

The following hotels are convenient to the plenary meeting site at the CFTC (3 Lafayette Centre 1155 21st Street, NW Washington, DC 20581). Rates are based on availability as of 9/27/11 for check-in Thursday, Dec 8th, 2011. **ACUS has not reserved rooms or rates.** The information below is provided to assist in reserving hotel accommodations within the allowed government rate and convenient to the plenary.

Allowed Government Rate for December 2011: \$183.00 per night + taxes

The Fairfax 2100 Massachusetts Avenue, N.W. http://www.starwoodhotels.com/luxury/property/overview/index.html?propertyID=245	(202) 293-2100	\$183
St. Gregory Hotel & Suites 2033 M St., NW http://stgregoryhotelwdc.com/	(800) 829-5034	\$183
The Dupont Circle Hotel 1500 New Hampshire Ave., NW	(202) 483 6000	\$183
The Renaissance 1143 New Hampshire Ave., NW http://www.marriott.com/hotels/travel/wasrw-renaissance-washington-dc-dupont-circle-hotel/	(202) 775-0800	\$183
Park Hyatt 1201 24th St., NW http://parkwashington.hyatt.com/hyatt/hotels/index.jsp?src=agn_smg_prk_ppc_google_ss_property_specific_wasph_parkhyattwashingtondc.c&k_clickid=2cce5f4f-2436-9a28-9bc1-000054328b75	(202) 789-1234	\$183
Fairmont 2401 M St., NW http://www.fairmont.com/EN_FA	(202) 429-2400	\$183
Club Quarters 839 17th Street, NW www.clubquarters.com/loc_washingtonDC.php	(202) 463-6401	\$149 - \$169