



67th Plenary Session June 16, 2017 Travel Logistics

ACUS 67th Plenary Session June 16, 2017

The 67th ACUS plenary session is tentatively scheduled for Friday, June 16, 2017 from 10:00 a.m. until 5:30 p.m.

The plenary session will be held at The Constitution Center, located in Conference Room ABC, 400 7th Street, SW, Washington, DC 20024.

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 and/or if only business class or Acela train tickets are available as they are not otherwise reimbursable.

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

Members should arrange their own hotel accommodations. Members are welcome to stay at the hotel of their preference; however, **reimbursement is limited to 1 night's stay at the \$242 maximum government rate per night for the Washington, DC area during June 2017 (excludes taxes).**

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 or train station as well as plenary session-related transportation costs while in Washington, DC. Please be sure to retain receipts for each ground transportation trip.



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Next Steps

Please provide details of your travel to Gabriel Guy at gguy@acus.gov by May 15th, 2017.

Once the arrangements are confirmed, please send the following information via email to Gabrielle Guy :

- ◆ Plane or train ticket information including the total cost, any estimated baggage fees, and arrival and departure information. A copy of the ticket confirmation is preferred.
- ◆ The traveler's Social Security Number (required for reimbursement).
- ◆ 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 and 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 Gabrielle Guy at gguy@acus.gov.

If you have any questions, please contact Gabrielle Guy at:

(202) 480-2080 (o)
(202) 386-7190 (fax)
gguy@acus.gov



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Lodging Options

ACUS has not reserved rooms or rates. Rather, the hotels below typically honor the government rate and are convenient to the plenary. An official letter certifying federal government travel authorization can be provided upon request.

Allowed Government Rate for June 2017: \$242 per night + taxes

Hotel Monaco

(202) 628-7177
700 F St NW
www.monaco-dc.com/

**Residence Inn by Marriott Washington, DC/
Capitol**

(202) 484-8280
333 E St SW
<http://www.marriott.com/hotels/travel/wascp-residence-inn-washington-dc-capitol/>

Courtyard Washington Capitol Hill/Navy Yard

(202) 479-0027
140 L St SE
<http://www.marriott.com/hotels/travel/wasny-courtyard-washington-capitol-hill-navy-yard/>

Residence Inn Capitol Hill/Navy Yard

(202) 770-2800
1233 First Street S.E.
<http://www.marriott.com/hotels/travel/wasxr-residence-inn-washington-capitol-hill-navy-yard/>

J.W. Marriott

(202) 393-2000
1331 Pennsylvania Ave NW
<http://www.marriott.com/hotels/travel/wasjw-jw-marriott-washington-dc/>

Courtyard Convention Center

(202) 638-4600
900 F St NW
<http://www.marriott.com/hotels/travel/wascn-courtyard-washington-convention-center/>

Fairfield Inn & Suites Washington, DC/Downtown

(202) 289-5959
500 H Street NW
<http://www.marriott.com/hotels/travel/wasfc-fairfield-inn-and-suites-washington-dc-downtown/>