



Travel Planning ACUS Plenary June 14-15, 2012

The 56th ACUS plenary session will begin at 1:00 p.m. on Thursday, June 14th, 2012. The closing session is scheduled to end at 12:30 p.m. on Friday, June 15th, 2012.

The plenary session will be held at the Commodity 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

Members should arrange their own hotel accommodations. Members are welcome to stay at the hotel of their preference; however, ***reimbursement is limited to the \$224.00 maximum government rate per night for the Washington, DC area (excludes taxes).***

Enclosed is a list of downtown Washington hotels that offer a government rate for June 14th, 2012 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 May 1, 2012.

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 3/15/12 for check-in Thursday, June 14th, 2012. **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 June 2012: \$224.00 per night + taxes

Park Hyatt

(202) 789-1234

1201 24th St., NW

http://parkwashington.hyatt.com/hyatt/hotels/index.jsp?src=agn_smg_prk_ppc_google_ss_propertyspecific_wasph_parkhyattwashingtond.c.&k_clickid=2cce5f4f-2436-9a28-9bc1-000054328b75

Club Quarters

(202) 463-6401

839 17th Street, NW

www.clubquarters.com/loc_washingtonDC.php

The Quincy

(202) 223-4320

1823 L Street, NW

<http://www.thequincy.com/>