



INSTRUCTIONS TO THE TRAVELER

Program Title: Analytics Powering Outcomes for Veterans (2015)

Event Venue: **VHA National Conference Center**
2011 Crystal Drive, Suite 150
Arlington, VA 22202
Contact: Jonathan Kaupanger, 202-443-6961

Lodging: **Hilton Crystal City at Washington Reagan National Airport**
2399 Jefferson Davis Hwy
Arlington, VA 22202
Phone: 703-418-6800
Reservations: 1-800-695-7551

http://www.hilton.com/en/hi/groups/personalized/D/DCANAHF-AST-20150628/index.jhtml?WT.mc_id=POG

Make reservations under the “**Analytics Summit**” group name.

General Hotel Website: <http://www3.hilton.com/en/hotels/virginia/hilton-crystal-city-at-washington-reagan-national-airport-DCANAHF/index.html>

Transportation to

Event Venue: The hotel is a 10-minute walk (0.3 miles) from the event venue.

Travel Dates: Sunday, June 28 – Wednesday, July 1.

On-Site Event

Registration: Each morning from 8:15 AM – 9:00 AM

Event

Begins: Monday, June 29, 2015 at 9:00 AM

Event Ends: Wednesday, July 1, 2015 at 12:30 PM

Dress Code: Dress is business casual.

Meals Provided: **Lunch is being provided on Monday, June 29 and Tuesday, June 30.** If you are a **VA Employee** who enters travel in CGE, you will need to exclude your lunch in CGE for those two days. M&IE rate is \$71.00 for meals and incidental expenses.

Special Instructions: Due to strict VHA Conference Travel Budget guidelines, total travel costs need to be tracked and kept at a minimum.

- a. Please provide a copy of this ITT and the conference approval memo to your travel clerk.

- b. In accordance with the Department of Veterans Affairs Financial Policies and Procedures, employees will submit their final expense vouchers for reimbursement of temporary duty (TDY) expenses into the travel system Concur Government Edition (CGE), **within 5 business days after travel**. In accordance with this regulation, late submission/approval of final expense vouchers will be subject to reminder protocol including follow up emails from the Data Management and Reporting Team.
- c. If you are a **VA Employee**, do not use CGE to make your hotel reservations, please **call the hotel or use the reservation link to make lodging reservations in the contracted room block**. In the Comments section in the CGE Travel Form write "Hotel Room Block Authorized Per Contracting Officer. Room Rate is \$229 per night, Confirmation Number#"

Travel will be funded through your organization (e.g. Company, Medical Center, VISN/VACO Office or Facility).

Please follow the instructions concerning airline, hotel reservations, obtaining travel authority, and any advance of funds.

Due to strict security measures and increased time at ticketing and security, passengers are urged to arrive at the airport at least 2 hours before departure.

Funding: Single/double occupancy rooms at the Federal Government rate in **Arlington, VA** is **\$229/night** plus applicable state, local, occupancy tax of 13%.

Per Diem Rates: The M&IE Per Diem rate is **\$71/day** for meals and incidental expenses. (\$12/day for Breakfast; \$18-Lunch; \$36-Dinner; \$5-Incidentals)

Cutoff Date: **It is imperative that the traveler makes reservations (via phone or reservation link) no later than Friday, June 12th at 5pm EST.** Reservations made after the cut-off date are not guaranteed the special group rate.

Hotel Check-In/Out: Hotel check-in is 3:00 PM and checkout is 12:00PM. The traveler will be asked to confirm their check-out date when making the reservation.

Tax Exemption: The hotel does not accept tax exemption for guest rooms. You may claim the taxes on your travel voucher.

Cancellation: The hotel's policy regarding cancellation of a reservation is **24 hours** prior to scheduled date of arrival to avoid billed charges to the traveler's credit card as a No Show in the amount of one night lodging group room rate plus tax. **If this penalty does occur, the traveler will be responsible for those charges.**

Additional Travel Alert: Bedbugs have been reported in hotels in many cities, regardless of their cleanliness, brand name or reputation. To help you avoid acquiring bedbugs during travel, EES would like to share some guidance on this issue.

- Prior to unpacking any belongings or settling in at a travel site, inspect the room for signs of bed bugs;
- Do not place luggage and belongings on beds, upholstered furniture, or the floor;
- Inform management if bed bugs are suspected and request different

- accommodations. Repeat the inspection process in the new room;
- Inform the local Health Department; and
- On returning home, inspect luggage and launder washable items immediately.

Parking: Parking fee is \$26/day. The parking garage is located underneath the hotel.

Hotel Wi-Fi: Complimentary basic Wi-Fi in guest rooms

Airport/Ground Transportation: Recommended airports:
 Ronald Reagan International Airport (DCA)
 Dulles International Airport (IAD)
 Baltimore-Washington International Airport (BWI)

Hotel from DCA is approximately 2 miles (5 minutes)
 Hotel from IAD is approximately 28 miles (35-40 minutes)
 Hotel from BWI is approximately 37 miles (45-50 minutes)

- **Hotel Shuttle** is complimentary between the airport and hotel.
 - 5AM-12AM
 - Available per request every 10-15 minutes
 - After you claim your luggage, call hotel for pick up-703-418-6800
 - Pick up outside Baggage Claim on the lower level
 - Also complimentary Hotel shuttle surrounding areas of the hotel within a 2 mile radius from 6:30AM-11:30PM
- **SuperShuttle** is available:
 - Cost: \$16/one way-DCA; \$29/one way-IAD; \$59/one way-BWI
 - Phone: 1-800-258-3826
 - www.supershuttle.com

How to Get to SuperShuttle After You Land at **DCA**:

Proceed to the SuperShuttle ticket counters in the baggage claim areas in terminal A (near Door 1), B (near door 4, on the lower level), or C (near door 9, on the lower level). If for any reason you need assistance locating a representative, or if you have any questions, please call **1-800-258-3826**.

How to Get to SuperShuttle After You Land at **IAD**:

Proceed to the SuperShuttle ticket counters on the lower level by Door 2 for international arrivals, and Door 6 for domestic arrivals. After checking in, a uniformed representative will direct you to the loading areas located at curb 1E. Representatives are on site 24-7. If you need assistance locating a representative, or if you have any questions, please call **1-800-258-3826** for further assistance.

How to Get to SuperShuttle After You Land at **BWI**:

Proceed to one of the two SuperShuttle ticket counters located on the lower level baggage claim area; near door #2 (Southwest Airlines Terminal – Concourse A) or near door #9 (Concourse C). The ticket counters are open between the hours of 6:00 A.M. and 2:00 A.M. If you need assistance locating a representative, or if you have questions, please call **1-800-258-3826**.

- **Taxi** cab fare is from \$12-\$20/one way (depending on traffic) from DCA to

hotel

- **Metro** is available from the airport – **Blue Line** and get off at the Crystal City Metro Stop – it is two blocks from the hotel. Washington Metro website: <http://www.wmata.com/>

Photos/Audio Recording/Video: Employee Education System (EES) would like to notify you that production and/or use of photographs, digital images, or video or audio recordings may occur at this event for official educational training.

Portal ID: 28014

Approval: This event received formal development approval (see attached Conference Package) in VACO by Under Secretary for Health, and, therefore, does not require additional formal SES meeting attendance approval at the local level.

TRACE Code: 15.F2F.MA.VACI28014.A

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