

Greetings!

The Corporation for National and Community Service will provide funds for one staff member from each National Education Award Program to attend the AmeriCorps\*National Best Practices Conference taking place May 5-7, 2009. Travel arrangements will be coordinated by Project TAAP on behalf of the Corporation. If your program is not able to participate, please let us know as soon as possible.

Please read the following important information and make your travel arrangements by **April 10, 2009**.

### **Airline Tickets**

Airline tickets should be purchased through our corporate travel agency GlobalStar. Please call their toll free number at 866-561-6092 and ask to speak to travel agent Carolynn Porter. You should identify yourself as "a one-time traveler for JBS International and an Education Awards Program staff member." After you agree on an itinerary, Carolynn will send a copy to Project TAAP for review, approval and purchase.

### **Personal Travel**

Please note that if you plan to include any personal travel on your itinerary, you need to call Project TAAP at 888-333-8272 before you contact GlobalStar to discuss the additional documentation needed and how you would cover any additional costs to the ticket.

### **Ground Transportation**

Ground transportation (including either to-and-from airports or to the conference via car or train) will be covered on a reimbursement basis. If you will be driving from your home to the event or taking a train, please contact Project TAAP ahead of time to make arrangements. Please note that a taxi from Washington National Airport will cost approximately \$15-\$17. Travelers flying into this airport can also take the Metro Blue Line to the Rosslyn Metro Station which is 3 blocks from the hotel. A taxi from Dulles International Airport will cost approximately \$60-\$70 but you can find other options here:

[http://www.metwashairports.com/dulles/parking\\_transportation\\_3/ground\\_transportation](http://www.metwashairports.com/dulles/parking_transportation_3/ground_transportation).

### **Hotel Reservations**

You will not need to make an individual reservation at the conference hotel, the Key Bridge Marriott, Project TAAP will make your arrangements with an anticipated check-in date of Monday, May 4, and check-out date of Thursday, May 7. If you will be traveling on different dates contact Project TAAP. Your room and tax will be billed to the master account but you will need to provide the hotel with a credit card to cover incidental expenses.

### **Meals**

You will be provided with a continental breakfast and lunch on Wednesday, May 6, and a continental breakfast on Thursday, May 7. Your remaining meals will be reimbursed on a per diem basis. Please note that per diem is not intended to cover the entire cost of your meals each day – it's designed to make up for the fact that meals are more expensive when you eat out. The Meals & Incidental Expenses rate for Arlington, VA is \$64. Per federal guidelines, travelers will receive 75% of per diem on travel days and the per diem amount will be adjusted downward when meals are provided.

### **Registration Fees**

When you register for the meeting by logging onto [www.regonline.com/BPC2009](http://www.regonline.com/BPC2009), you should select Will Call (Pay at Event) as the method of payment. Your record will be adjusted afterwards and the registration fee of \$200 will be removed to reflect the CNCS funding.

**Reimbursements**

A week before the meeting you will receive an email explaining the travel reimbursement process including what receipts you will need to save. Project TAAP staff member Chris Gin will follow up with you a week or so after the meeting to discuss the completion of your forms.

If you have any questions or concerns, please contact Project TAAP staff member Adam Farrar at 1-888-333-8272 or [afarrar@jbsinterational.com](mailto:afarrar@jbsinterational.com)