

## FREQUENTLY ASKED QUESTIONS

### by EXTERNAL REVIEWERS to the CHANDRA PROPOSAL PEER REVIEW TRANSPORTATION, HOTEL, MISCELLANEOUS EXPENSES, & REIMBURSEMENT

**“What If” travel scenarios.** Each travel situation that veers from a normal routing is unique. Assume nothing. Use your travel web page to explain your exceptional circumstances to our Travel Department and obtain approval before purchasing a non-refundable or non-reimbursable ticket.

**What if I have personal or other non-CXC-related business travel appended to this appointment?**

Pursuant to Federal regulations, the SAO Travel Office cannot make personal travel arrangements to coincide with scheduled business trips. Business travel from a location other than the traveler's home institution area to Boston and home may be allowable. Obtain a ruling from your Chandra Peer Review Administrator at <mailto:stuttle@cfa.harvard.edu>, [pbuckley@cfa.harvard.edu](mailto:pbuckley@cfa.harvard.edu), Susan Tuttle, before purchasing a non-refundable or non-reimbursable ticket.

**What if airline reservations are made by an outside agency to SAO?** Airline reservations made by an outside agency to SAO with reimbursement expectancy from SAO requires flight on a United States' flag carrier or if a co-sharing airline, ticket issued on the United States' carrier ticket stock, each with cost within the GSA fare quoted in our letter. Any ticketing fees charged by travel agencies will not be reimbursed by SAO. Use your travel web page to make queries to our Travel Department and receive their approval before purchasing a non-refundable or non-reimbursable ticket.

**What if I decide to travel by car rather than air or rail?** If a reviewer elects to travel by car when air or rail service is available at their home base, then the reviewer will be reimbursed equivalent government air or rail fare and nothing towards the cost of driving or parking. Reason: travel is being done as a personal preference and not for SAO business purposes.

**How do I get reimbursed?** All persons (returning guests inclusive) are to complete in advance the Contact Information and Reimbursement sections on their Reviewer's web page. Information from this site will generate a Vendor Enrollment form (also Enclosure 1 of our letter should you prefer to provide financial data offline). This e-generated form (or the fax'd document) will be available at the Review for final verification of financial information and signature. Meet with the on-site travel representative to finalize and sign your travel expense report. The signed voucher and Vendor form will activate the reimbursement process. **Some refunds may take up to 4-6 weeks.**

**Lodging and “No-Show”.** The 2008 Proposal Peer Review headquarters hotel is the Hilton Boston Logan Airport at 85 Terminal Road, Boston, telephone 617-568-6700, with guest rooms prepaid by SAO (room taxes waived for SAO's event). Guest rooms are non-smoking by default and have either a King or two Double beds; state preferences on Reviewer's web page. All other room charges are the responsibility of the attendee. Guests are to advise Patricia Buckley as soon as possible and the Hilton at check-in of any change in planned length of stay for prompt travel settlement and to avoid a *no-show* penalty fee, defaulting to lodging reservation being cancelled. Check-in time is 3:00 p.m. EDT; check-out time is 12:00 noon EDT. Hotel will check baggage for early arrivals, if room accommodations are unavailable. There is complimentary access to the Hilton's Health Club & Spa for a workout, swim, or for relaxing in the jacuzzi.

- **Will I be reimbursed telephone calls for safe arrival and/or change in travel plans to home or home institution?** Yes, \$9.95 each; maximum, four calls.
- **Will I be reimbursed for in-room telephone internet usage at the Hilton Boston Logan Airport featuring in-room data ports, conference call abilities, and high speed internet**

**access?** This is not reimbursable to Panelists. Please see a Chandra Systems Administrator for contracted Peer Review's wired and wireless connections on the Function Room level. Pundits and Panel Chairs may elect to use in-room internet Wednesday evening through Friday noon; expenses will be accrued against the master account.

**What is the maximum daily reimbursement rate for Meals and Incidental Expenses (M&IE) in Boston?** All meals and breaks for the 2008 Chandra Proposal Peer Review are catered, including a light supper Monday evening, 7:00 p.m. – 9:30 p.m. The base rate for meals and incidental expenses in Boston is \$64. In the event of distance to Boston and flight availability (e.g., international and Hawaiian flights), the traveler may be eligible to receive \$64 on days when no meals are catered, e.g., arrive Saturday from Cape Horn at 75% with Sunday at \$64 and Monday at \$33; or arrivals from Europe on Sunday, 75% of \$64 and Monday at \$33. Those who arrive Monday up to 9:00 p.m. are entitled to a meals allowance based on 75% of \$33. Those who arrive after 9 p.m. on Monday will be entitled to a meals allowance configured at 75% of \$64. No allowance (\$-0-) is authorized for the purchase of alcoholic beverages (beer and wine inclusive).

GSA denotes the incidental expense portion of M&IE as \$3, which may include such items as fees and tips for porters, bellhops, or hotel maids. Note that tips are voluntary and based upon judgment; therefore tips exceeding the incidental expense allowance may not be reimbursed.

**What is the mileage reimbursement rate?** The mileage reimbursement rate as of 01-FEB-2007 is \$0.485 per mile.

**Will I be reimbursed for Boston taxis?** All ground transportation from Logan Airport to the Hilton Boston Logan Airport is complimentary; therefore, no taxi fares to/from Logan Airport-Hotel will be authorized. Those traveling by rail/bus are eligible for taxi fare reimbursements from depots to the Hotel and back. Those traveling from Boston's local institutions to the Hilton are eligible for taxi fares from their home institution to the hotel at an estimated cost of \$50 one way. Reason for Boston's local institution only fares: If it were not for the Review, staff would report to their regular duty station in the Boston vicinity.

**Is there Hotel parking?** The doorman will valet park your car or direct you to the self parking lot. Self-Parking is \$17-\$22 and Valet Parking is \$19-\$25 daily.

**Will I be reimbursed travel agency fees?** Travel agency fees are not a reimbursable expense.

**Will I be reimbursed banking fees?** Banking fees are not a reimbursable expense.

**Will I be reimbursed visa and immigration fees?** As related to Chandra Proposal Peer Review business, the Project has determined that with receipts only B (and the rare J) visa and immigration fees will be reimbursed. Please bring immigration receipts to the on-site travel office. Border Crossing Cards, MRP and VWP fees are not reimbursable as these entry documents may be used for multiple purposes.

**May my child (or children) come to the Review? I have extenuating parenting circumstances and understand there are protocol procedures to follow if children are on-site.** Please discuss this directly with Belinda Wilkes in B-416, or telephone 617-495-7268 or email [bwilkes@cfa.harvard.edu](mailto:bwilkes@cfa.harvard.edu).

**Hotel Security.** 24-hour camera surveillance operates in corridors on the Function Room level.

**Homeland Security.** Report suspicious activity to 1-800-BE-ALERT.