

## FREQUENTLY ASKED QUESTIONS by REVIEWERS

### with SAO APPOINTMENTS --- SALARIED AND STIPEND CHANDRA PROPOSAL PEER REVIEW TRANSPORTATION, HOTEL, MISCELLANEOUS EXPENSES, & REIMBURSEMENT

**Questions about reimbursable expenses.** Please email <mailto:stuttle@cfa.harvard.edu>, [pbuckley@cfa.harvard.edu](mailto:pbuckley@cfa.harvard.edu). Each situation that veers from normal is unique. Assume nothing. Obtain approval from a Chandra administrator before the expense item has been made. We will make every effort to accommodate your request.

**How do I get reimbursed?** All SAO staff are to complete a Petty Cash voucher, sign the voucher and receipt(s), staple all together, and present claims to CXC Administrative Staff in the Amherst Room at the Review or by 27-June-2008 to Michelle Henson at SAO in B-445 or sent to Michelle at MailStop03. Without just cause, late submissions will not be accepted. Refunds are through EFT bank deposits direct to your account.

**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 to avoid a *no-show* penalty fee to the project and defaulting to the 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?** No, not applicable to SAO appointments.
- **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?** No, 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?** According to government regulations, a meals allowance within the limits of home or office is disallowed to those with SAO appointments. However, all meals and breaks for the 2008 Chandra Proposal Peer Review are catered and all persons are welcome to the table. There will be a light supper offered Registration night to Reviewers, Panel Chairs, and Pundits Monday night, 7:00 p.m.—9:30 p.m.

**What is the mileage reimbursement rate?** The mileage reimbursement rate as of 01-FEB-2007 is \$0.485 per mile. Distance from SAO to the hotel is 9.8 miles; distance from the hotel to SAO is 9.0 miles. **N.B.** **FMD requires odometer readings for reimbursement.**

**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. If you park at the hotel, please register your vehicle with the staff in the Amherst Room by Monday or Tuesday morning to request they authorize your parking fees be charged to the master account. Every effort will be made to accommodate your request.

**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 SAO only to the Hotel and back. Estimated cost is approximately \$50 one way. **Receipts are required for reimbursement.** Reason for SAO-Hotel only fares: If it were not for the Review, staff would report to their regular duty station in Cambridge.

**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 <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.

**I am an SAO employee and need to access my timesheet. How may I do this?** There will be a dedicated computer in the Administrative Office for payroll purposes from which you may login. Peer Review in 2008 is an SAO timesheet week. Employees are encouraged to record hours daily. Onsite timekeepers are available to assist you.