

Frequently Asked Travel Questions:

Travel Worksheet:

- Q. I already completed a worksheet for the last meeting. Why do I need to submit one again?
- A. *We ask that you submit a travel worksheet for every meeting because it serves as a confirmation that you are planning on attending the meeting. It also notifies us of your expected arrival and departure dates as well as any changes to your address, origin, dietary restrictions, etc.*
- Q. Why do you need my SSN and other identifying information?
- A. *If you will not be claiming reimbursement, you may put all 9s for your SSN. If you will be claiming reimbursement, we will need your SSN. Please note: your SSN is RSA encrypted with a 4096-length key as soon as it arrives on our system and is hidden from view. It is only able to be seen/unencrypted after we enter a different key that only we have.*

Driving:

- Q. I am a non-local participant. May I drive to the meeting instead of fly/take a train? May I rent a car?
- A. *Participants who live within 300 miles of SESYNC may drive to the meeting and claim reimbursement for private vehicle mileage (\$0.545/mile) without prior approval. If you would like to rent a car or if you live more than 300 miles from SESYNC, please contact SESYNC Travel Services (travel@sesync.org) for approval and to receive a quote for reimbursement.*
- Q. I'm a local participant without a vehicle. May I rent a car?
- A. *Please email travel@sesync.org to obtain approval. If approved, we will provide you with the parameters for renting a car and a quote for reimbursement. Renting a car without SESYNC's prior approval may result in some or all of your rental expenses being ineligible for reimbursement.*
- Q. Where is SESYNC located? Where do I park?
- A. *SESYNC is located at [1 Park Place, Suite 300](#) in Annapolis. Parking is available in the Park Place Garage (same garage for the Westin). We have prepared this [parking diagram](#) to help navigate the garage. The elevator in the green section labeled "Work" will bring you directly to our offices on the 3rd floor. The garage parking rate is \$10 for the first 10 hours, which may be submitted for reimbursement after the meeting.*

Air/Rail:

- Q. How do I book my flight/train tickets? Is this directly paid by SESYNC?
- A. *Please contact our travel agency, Globetrotter Travel, to book your flight/train tickets. They will ensure that your travel plans fall within our [Travel Policies](#) and we will directly pay for your fare. Globetrotter may be reached at (866) 235-5467 or travel@globetrottermgmt.com. You will need to provide them with the profile name: SESYNC/UMD and the Trip #: (see Travel Information email). They will also need your date of birth, full name as it appears on your ID/passport, and a contact number to issue the tickets.*

Air/Rail Cont'd:

Q. Can I pay for my own flights/trains and claim reimbursement after the meeting?

A. *If you'd like to book your own flights, please email travel@sesync.org with your requested itinerary to ensure that your flights are eligible under our [Travel Policies](#) and to obtain a quote for reimbursement. Original receipts and copies of your boarding passes will be required to reimburse your airfare.*

Q. I would prefer to fly on a specific airline. Do I have to use a US flagged carrier?

A. *We try accommodate specific airline requests as long as they are reasonably priced compared to similar flights on other airlines. Note, since SESYNC is a federally funded center, we are required by the Fly America Act to use US carriers unless there is an applicable Open Skies exception. Please email travel@sesync.org for more information before purchasing any airfare on a non-US carrier.*

Extended/Multi-destination Travel:

Q. I'd like to extend my stay in the area to visit family/friends or sightsee. How is this handled?

A. *Per our [Travel Policies](#), SESYNC will cover up to the cost of roundtrip flights between your home and SESYNC on the meeting travel dates (typically the day before and after the meeting). As long as your requested itinerary is the same price or cheaper, it won't be an issue. If it's more expensive, you will be responsible for the difference in fare. Globetrotter is able to price out the comparison quote for you, so please contact them to book your flights. They can also split the cost of the ticket for an additional \$24 service fee. Otherwise, you will need to purchase the tickets yourself and claim reimbursement for the comparison amount after the meeting. Original receipts and copies of your boarding passes will be required to reimburse your airfare.*

Q. I need to be at a destination other than my home before/after the meeting. How is this handled?

A. *Please refer to the answer above. Please contact travel@sesync.org if another institution is partially funding your multi-destination trip. We will work with you/the other institution to determine which expenses are covered by SESYNC.*

Lodging:

Q. How do I book my hotel room? Is this directly paid by SESYNC?

A. *SESYNC has secured a block of rooms for your group at a hotel near our office. We will make your reservation using the dates requested on your online Participant Travel Worksheet and forward the confirmation number 2-3 weeks prior to the meeting. The hotel will bill SESYNC for your room and tax charges. You will be responsible for any incidentals. Please email travel@sesync.org if you would like to pay for your room and we will inform the hotel.*

Q. I'm a local participant. May I stay at the hotel?

A. *Local participants who live at least 30 miles from SESYNC and aren't affiliated with the University of Maryland are allowed to stay at the hotel. You may arrive the day the meeting begins and depart on the last day of the meeting.*

Ground Transportation:

- Q. How do I get from the airport to the hotel/SESYNC? How much will SESYNC reimburse?
- A. *You are responsible for arranging your own ground transportation to/from Annapolis "SESYNC". SESYNC will reimburse you up to the following amounts: **\$70 to/from BWI, \$105 to/from DCA, \$165 to/from IAD**. These amounts are based on average cab fare, with the exception of IAD. For transport to/from IAD, we recommend booking a non-stop shuttle with SuperShuttle (www.supershuttle.com). Alternatively, other participants have had success with non-stop services like Uber or Lyft, which are less than our reimbursement limits. Please note, car services or limousines are not reimbursable expenses and receipts must show a direct connection to/from Annapolis "SESYNC".*
- B. *Additional stops along your route to/from SESYNC are not reimbursable expenses.*
- Q. If I share a ride with another participant, how should payment and reimbursement be handled?
- A. *If you share a cab, SESYNC will reimburse whomever paid the full amount, even if it exceeds the reimbursement caps stated in our [Travel Policies](#). Please note on the form who you shared the cab with. The non-paying persons should not claim that expense on their reimbursement form.*

Meals:

- Q. I have a food allergy or dietary restriction. Will SESYNC have lunch options for me?
- A. *Please make sure to note your food allergy/dietary restriction when completing your online participant travel worksheet. We use the information that you provided on the worksheet when ordering the group lunches. We will be sure to notify you if we are unable to accommodate your request.*
- Q. If one person pays for a group's meal, can they be reimbursed for everyone's meal?
- A. *If the group decides to get dinner together, it is possible for one person to pay the bill and claim reimbursement for everyone's meals. SESYNC will cover up to the dinner per diem amount (\$25) per person. We will need an itemized receipt and a list of attendees. Alcohol must be on a separate bill and is not eligible for reimbursement.*

Reimbursement:

- Q. How and when can I claim reimbursement for eligible travel expenses not directly paid by SESYNC?
- A. *You will receive a reimbursement form during your visit to SESYNC. It can also be found here: https://www.sesync.org/sites/default/files/sesync_travel_reimbursement_request_form_2018_-_fillable_january_2018.pdf. The form may be submitted to the travel office before you leave or it can be mailed with your receipts to SESYNC within 90 days after the meeting. Our address is 1 Park Place, Suite 300, Annapolis, MD 21401. You may also email your form and copies of your receipts to travel@sesync.org to get the process started. Once your reimbursement has been approved, you will need to mail us your original receipts.*
- Q. Are copies of receipts allowed or does SESYNC require the originals? What if I've lost the originals?
- A. *Original receipts are required for all expenses other than meals, which are reimbursed at the per diem rate. Electronic receipts can be printed and included with your form or forwarded to travel@sesync.org. If you no longer have the receipt, please provide us with a bank/credit card statement that shows your*

name and the charge (date, amount, description). Feel free to black out any unrelated information. If you paid with cash, you will need to email a statement to travel@sesync.org attesting that you paid the expense and have lost the receipt.