

Ocean Uses Atlas Project
New Hampshire/Southern Maine Workshop
Travel Guidance
For Participants Requiring Travel Orders

1. Basic Information for All Participants

Meeting Purpose: Ocean Uses Atlas – NH/Southern ME Workshop

Dates: January 12-14, 2010, 10am-5pm

- January 12 – Non-Consumptive uses
- January 13 – Fishing
- January 14 – Industrial uses

Optional Snow Date: January 15 - should one of the above dates not be available due to inclement weather.

Meeting Venue: New England Center at the University of New Hampshire
15 Strafford Avenue
Durham, NH 03824
(800) 909-6931
<http://newenglandcenter.com/>

UNH Contact: Kathy Mandsager
(603) 862-1545
kathy.mandsager@unh.edu

2. Travel Support

Funding is available to support your travel expenses to, from, and during the workshop. If you intend to request a travel reimbursement, you must be issued a Federal Invitational Travel Order in advance of the workshop. Travel Orders authorize us to reimburse your allowed expenses for:

- Travel for the meeting including:
 - Airline flights (see section 4 below)
 - Rental cars (see section 4 below)
 - Personal vehicles (at current GSA rate per mile)
 - Other transportation (e.g. taxis for transportation to and from the meeting; not reimbursable for personal use during the meeting)
- Lodging during the meeting (see section 5 below)
- Meals and incidental expenses (at the per diem rate of \$46/day; first and last days of travel are reimbursed at 75% of per diem rate.)

3. Getting Your Federal Invitational Travel Order

Before we can issue your Federal Invitational Travel Order, we must collect some information from you. Please fill out the following two forms:

- Participant Information Form (if you haven't submitted already)
- CBS Individual Payment Profile Form (if you haven't submitted already)

Please return these forms prior to the workshop and as soon as possible to Jacqueline Sommers by email at jacqueline.sommers@noaa.gov or by fax at (831) 242-2051.

4. Making Your Travel Reservations

You need to book your airline, train, or rental car reservations through the NOAA travel agency: AdTrav. Please book any travel arrangements you may need as soon as possible, following the instructions below. Call AdTrav at (301) 713-2407 (office hours are 8am-6pm Eastern Time) as far in advance as possible and explain that you are arranging a trip to a NOAA meeting and traveling under Federal Invitational Travel Orders. The nearest airports are:

- Manchester – 35 miles
- Boston – 65 miles

Once your arrangements have been booked, please email a copy of the itinerary ASAP to Jacqueline Sommers by email at jacqueline.sommers@noaa.gov or fax to (831) 242-2051. This information will be incorporated into your Federal Invitational Travel Order.

5. Lodging

We have negotiated a special nightly rate for workshop attendees at the hotel below. If you require overnight accommodations, you should stay at this hotel to simplify logistics. If you choose to stay at a different hotel, you will be reimbursed up to \$109 per night (\$96 per night for government employees with ID) with any costs above that amount being your responsibility to pay.

Where: New England Center at the University of New Hampshire
15 Strafford Avenue
Durham, NH 03824

- Making Reservations: Call 800.590.4334 to make your hotel reservations. Advise them that you are with the “**Ocean Uses Atlas**” group. A credit card is required to hold your reservation.
- Rate: \$109 per night, taxes additional (\$96 per night for government employees with ID)
- Booking cutoff: Please make your reservation prior to January 6
- Payment: You are required to pay in full upon checkout; save your receipt to submit for reimbursement
- Allowed Expenses: Room rate and tax
- Cancellation Policy: If you need to cancel, please contact the hotel 24 hours prior to arrival date to avoid a one night cancellation fee.

6. Directions

- Driving directions to the New England Center can be found at the following website:
<http://www.newenglandcenter.com/about/directions.php>

7. Parking

- Free parking is available at the New England Center – please park in the designated parking lot (across from the hotel/conference center. Please DO NOT park on the street.

8. Other

Meals: A continental breakfast and lunch will be provided during the workshop. Dinner is on your own and incorporated into the daily per diem allotment of \$46/day; first and last days of travel are reimbursed at 75% of the per diem rate.

Other Expenses: Your Federal Invitational Travel Order may specify other allowed expenses for which you will be reimbursed based on receipts. Among these are:

- Parking – at locations relevant to the meeting’s purpose
- Tolls – for getting to and from the meeting
- Phone – limited calls from your hotel
- Internet Access – from your hotel

9. Getting Reimbursed After the Workshop

Other than airline or train tickets, which are paid directly by NOAA, your transportation, lodging, and/or meals and incidental costs will be reimbursed to you after the workshop through the Federal travel voucher process. A reimbursement form with further instructions will be given to you at the workshop. Please save your receipts for all of the expenses that you will be claiming, except for meals.

Important Reminder: *If you do not have a Federal Invitational Travel Order issued before the workshop, we will not be able to reimburse your travel costs!*