

FREQUENTLY ASKED QUESTIONS

by **CXC CONSORTIUM REVIEWERS** to the
CHANDRA PROPOSAL PEER REVIEW
TRANSPORTATION, HOTEL, MISCELLANEOUS EXPENSES, & REIMBURSEMENT

How do I get reimbursed? Travel expenses may be invoiced against the subcontract purchase order between our institutions. We defer to your program manager or financial administrator for further direction regarding air fare reservations and rebilling.

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. Sleeping room costs are absorbed through the CXC master account with the Hotel. All other room charges are the responsibility of the attendee. Guests are to advise Patricia Buckley as soon as possible or the Hilton at check-in of any change in planned length of stay to avoid a no-show penalty fee 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?** Not applicable to CXC Consortium members of Massachusetts' institutions. CXC subcontracting institutions outside Massachusetts may claim \$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?** 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? All meals and breaks for the 2008 Chandra Proposal Peer Review are catered. CXC Consortium members of Massachusetts' institutions are not eligible for a meals allowance. A meals allowance of 75% of \$64 on days of travel may apply to CXC Consortium members whose offices are outside the Massachusetts area. 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. Guests may ride the Hilton's silver and blue shuttle, which arrives every 15 minutes on the quarter hour, or walk. Just feet from Logan Airport, linked by an enclosed skybridge, is the Hilton Boston Logan Airport. Taxi fares, therefore, to/from Logan Airport-Hotel are not 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. Massachusetts consortium members are to register their vehicle with the Administrative Office on Monday or Tuesday to request parking costs be charged to the master account. Every effort will be made to accommodate your request.

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.

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.

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

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