

Travel Information for the 2022 Project Success TCU-Carnegie Math Pathways Network Convening

(Revised: 5/26/2022)

Carnegie Math Pathways Events Support

Carnegie Math Pathways is coordinating travel, materials, and other logistics for the convening. For any pre- and post-event questions, as well as assistance with any trouble-shooting or support needed during the event, please contact info@carnegiemathpathways.org.

If you need urgent support during the event or while traveling, please call Lisa Savcak directly at 303.885.9552.

Covid Safety Precautions

The health and safety of participants is our utmost concern. WestEd has developed protocols, based on current CDC guidance, for our meetings and events to support the health and safety of our staff and partners. At this time, subject to changes as public health guidance changes, we require all event participant to:

- Complete a Health Screening Form for each day of event attendance. The Health Screening Form will be made available via electronic or paper copy closer to the event and verifies that individuals are not symptomatic or subject to COVID quarantine.
- Vaccinated attendees may choose to wear or not wear a mask; all non-vaccinated attendees must wear a mask per CDC guidance.

Furthermore, our venue for the meeting meets CDC recommended airflow/exchange standards, will be arranged in a way to allow for spacing between people, and follows recommended best practices for cleaning.

Below are details of the safety measures followed at the hotel:

- Safety standards and cleaning protocols have been enhanced throughout the hotel.
- To limit contact in each guestroom, we will fully clean and service your room one time per week if you are staying 7+ nights. If services are needed, you must request them 1 day (24 hours) in advance—same day service requests will not be provided.
- We will provide trash removal upon request between the hours of 8AM-4PM.
- We will exchange towels for clean ones upon request between the hours of 8AM -4PM—after those hours all extra amenities will have to be picked up at the front desk.
 - Blankets, towels, cups, pillow, etc.



- Our fitness center is open 24 hours a day. Please practice social distancing and adhere to the posted directional signage to wipe down each machine after use with the wipes provided in the fitness room.
- Pool hours are currently 8AM-10PM daily. The hot tub is permanently closed.

Air Travel

We are using a service known as Direct Travel to support you to book travel at no out of pocket expense.

To begin the process, please complete this [flight request form](#) and email the completed form to ServiceTeam7@dt.com.

The travel request number is: 94DV

You may include a Frequent Flyer number with your email in order to add it to your reservation and receive mileage credit for the trip.

We recommend that everyone arrives on Friday, June 17th. The event will begin at 6:30pm on Friday, June 17th and finish on Sunday, June 19th at 10:00am.

Please book your flights by no later than Friday, May 27th.

Airfare charges will go directly to Carnegie Math Pathways, with no out-of-pocket expense to you. Your consideration in choosing flights that are also economical will be greatly appreciated.

Hotel

To reserve your hotel room, please email us at info@carnegiemathpathways.org. Carnegie Math Pathways will cover room expenses. Incidental expenses are the responsibility of individual attendees.

Hotel parking is \$12/night and will be reimbursable.

Please book your room by no later than Friday, May 27th.

Personal Cars

If driving your own car to the event is the most economical and efficient method of travel, Carnegie Math Pathways will reimburse you at the current GSA rate, available here:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Please clock your odometer readings when you begin/end travel or send a Google maps image showing the mileage. **You do not need to save gas receipts.** In cases where you'd like to drive rather than fly due to personal preference, please check with the Carnegie Math Pathways for pre-approval. If mileage

reimbursement is greater than the cost of flying, Carnegie Math Pathways is only able to reimburse up to the value of an equivalent flight.

Event Transportation

The most convenient way to travel from the airport to the hotel is by using rideshare and taxi services. Please save receipts for these trips.

If you choose to rent a car, the rental fee and gas will be reimbursed after the Institute. Please save your receipts. Please note WestEd's travel insurance does not cover you as a driver. You will need to purchase your own coverage and Carnegie Math Pathways will reimburse you.

Meals/Per Diem

Carnegie Math Pathways uses General Services Administration (GSA) rates established by the federal government for federal employees. The per diem rate for Albuquerque is \$69/day.

As part of the travel reimbursement process, you will be asked to confirm the time you started and ended travel (i.e. "I left home at 3pm on May 19 and returned home at 10am on May 23"). Your per diem reimbursement will reflect meals you bought out-of-pocket while in transit or while on-site during the event. Meals provided as part of the event schedule will be deducted from your per diem allowance, even if you choose not to attend the meal. If you have specific dietary restrictions or practices that prevent you from participating in provided meals, please consult with Carnegie Math Pathways.

Under GSA policy, per diem for any meals purchased out-of-pocket on travel days are now reimbursed at 75% (see below):

- The day of departure 75 percent of the applicable M&IE rate.
- Full days of travel 100 percent of the applicable M&IE rate.
- The last day of travel 75 percent of the applicable M&IE rate.

Receipts

You will need to provide receipts for all travel expenses, except meals and gas. Eligible expenses for reimbursement with valid receipt include:

- Checked baggage fee receipts from airline (WestEd will reimburse one bag fee per participant for each leg of travel. If you are checking a second or third bag, you will need to provide a written justification for this extra fee.)
- Fuel receipts (if re-fueling a rental car)
- Mileage record for personal auto (odometer readings or Google maps image)
- Tolls
- Taxis



- Public transit (bus, subway, etc.)
- Parking (at hotel or airport)
- Airport shuttles
- Train tickets/stubs

NON-Reimbursable expenses:

- In-room incidentals, such as phone calls, laundry, movies, room-service, mini-bar, fridge rental, etc.
- Personal Travel (Rental cars, hotels etc. for the dates leading up to or directly after that are not associated with the event.)

Where applicable, try to record the date and purpose directly on the receipt. For example, many taxi drivers will just hand over a blank receipt, so it's best to write down the date, cost, and purpose right away (i.e. "Feb 26, \$15, hotel to airport"). This makes it easier to re-construct details after the trip is over.

Procedure for Travel Reimbursement

We will provide you with a form to report your expenses and request reimbursement.

Please submit the form and your receipts to info@carnegiemathpathways.org no later than Thursday, June 30th.

Your reimbursement documentation should include the following:

- Non-Local Travel Reimbursement form
- Specify if reimbursement will go to you the individual or to your institution and provide address detail for where to send the reimbursement payment
- Your receipts

It generally takes up to 30 days from the time the Non-Local Travel Reimbursement Form is received by WestEd Accounting for a check to be mailed to you (assuming no issues with missing receipts, signatures, etc).

Questions? Please email: info@carnegiemathpathways.org.