

FHWA Pavement Design Policy
Northwest Peer Exchange
Vancouver, WA | August 7-9, 2023

FIR (Federal Travel Regulations) policies must be followed

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

Peer Exchange Website: <https://gespavements.com/peer-exchanges/vancouver/>

Contact Robin Patroni, QES, with questions (rpatroni@QESpavements.com)

SCHEDULE

Monday, August 7, 2023	Travel Day	
Tuesday, August 8, 2023	8:00 am – 5:00 pm	Peer Exchange Day 1 (registration begins at 7:45)
Wednesday, August 9, 2023	8:00 am – 12:00 pm	Peer Exchange Day 2 Return Travel mid-afternoon

Meeting Location: Hilton Vancouver Washington
301 W. 6th Street
Vancouver, WA 98660

LODGING

You are responsible for reserving and paying for your room. Hilton Vancouver Washington
Hotel reimbursements will be made for the rate of \$182 plus taxes if alternate hotel is utilized. 301 W. 6th Street, Vancouver, WA 98660
(360) 993-4500

A block of rooms has been reserved: <https://group.hilton.com/wn74jp>
You MUST book rooms by July 8, 2023

Reservations must be cancelled 72 hours prior to arrival to avoid cancellation fee

Call to Make Reservations: 1-360-828-4369 and ask for “QES/FHWA Peer Exchange” to get the rate

TRANSPORTATION

You are responsible for purchasing your own airline ticket or arranging other transportation.

Closest Airport: Portland International Airport
Distance from hotel to airport: 12 miles, 20 minutes

* Travel terms: Travel requirements should be made by the most economical form of transportation available including coach class tickets, nonrefundable tickets, and advance bookings. Exceptions to coach fare must be documented. Travel documents must clearly show the official travel points and whether circuitous travel is for official or personal reasons. Expenses related to travel changes for convenience are the traveler’s responsibility. The detailed travel itinerary, which includes the amount paid for airfare, must be submitted with the expense report.

PER DIEM

You will be offered meals and expenses for per diem in the amount \$74.00

The allowable per diem on travel days is 75% of this value which equals \$55.50

For more information about per diem rates, visit <https://www.gsa.gov/travel/plan-book/per-diem-rates>

REQUIRED DOCUMENTATION

Meal receipts are not required – the per diem rate will be utilized.

Airline final receipt (confirmations are not acceptable) for lowest fare and economy seat.

- Preferred airplane seats require justification
 - Proof of medical issues
 - Proof that tight/seat was only option available

Hotel final receipt with zero balance

Ground travel

- Google map screenshot is required for POV mileage reimbursement
- Taxi/Uber/Lyft receipts (tips capped at 15%)
- Parking receipts

EXPENSE REPORT AND REIMBURSEMENT

Your travel expenses will be reimbursed including airfare, hotel, tolls, taxi/shuttle, parking, and baggage. If mileage is claimed, there should be an explanation for POV mileage. To receive reimbursement, please complete the following steps:

1. Complete, print, and SIGN the travel expense form.
2. Attach receipts to the form.
3. **Signed Expense Reports and receipts should be emailed to rpatroni@qespavements.com**