

THE NATIONAL ACADEMIES

Advisers to the Nation on Science, Engineering, and Medicine

NATIONAL ACADEMIES SUMMER INSTITUTES ON UNDERGRADUATE EDUCATION IN BIOLOGY Special Session for MARC Curriculum Improvement Planning Grant Recipients

<http://www.AcademiesSummerInstitute.org/marc/>

January 7-11, 2005
Chaminade • Santa Cruz, California

Travel Information

We are required to follow strict U.S. government guidelines for travel reimbursement. Read this memo carefully to avoid any delays or difficulties in being reimbursed for your travel. You will be reimbursed for your allowable expenses by submitting a National Academies Travel Expense Report after the workshop.

You must submit receipts for all expenses over \$75 and you **must include your airline receipt**. The National Academies will reimburse only for meals that are not provided during the meeting.

The National Academies is a non-profit institution and your efforts to keep costs down (such as through making reservations in advance and looking for more economical fares and rates) is appreciated.

Feel free to contact us with any questions, concerns, or special needs. Please complete and return the attached travel information form at your earliest convenience (no later than Monday, December 13, 2004).

Meeting Location

The meeting will be held at the Chaminade, located at One Chaminade Lane, Santa Cruz, CA 95063. Phone (831) 475-5600; Fax (831) 476-4798. Chaminade website : <<http://www.chaminade.com/>>

Air Travel

You should make your own **economy class** travel arrangements as soon as possible. There are several airport options, listed in rough order of convenience (travel times are approximate and subject to traffic delays):

- ➔ Norman Y. Mineta San José International Airport (airport code SJC) is the closest major airport to the meeting location; it is approximately 40 miles (50 minutes) from Chaminade <<http://www.sjc.org/>>
- ➔ San Francisco International Airport (SFO) is located about 65 miles (90 minutes) from Chaminade <<http://www.flysfo.com/>>
- ➔ Oakland International Airport (OAK) is about 70 miles from Chaminade <<http://www.flyoakland.com/>>
- ➔ Monterey Peninsula Airport (MRY) provides commuter service to San Francisco, Los Angeles, and Phoenix; it is located 40 miles (50 minutes) from Chaminade <<http://www.montereyairport.com/>>

We encourage you to fly into San José if possible. Airport transportation may be arranged through the Chaminade to/from San José and San Francisco International Airports and the Monterey Peninsula Airport. Car rentals are also an allowable expense for this meeting; see below for more information about car rentals.

The National Academies cannot reimburse first or business class tickets unless a doctor has provided written documentation as to the need for traveling first class that is submitted in advance of making your travel arrangements. **If your transportation cost exceeds \$800, you must get pre-approval by emailing mmcdonough@nas.edu in advance.** If your booking is complicated in any way (*e.g.*, combined with other travel) please check with our office first to obtain any necessary approvals, thus avoiding delays in your reimbursement.

In accordance with federal guidelines regarding nonrefundable tickets, we cannot reimburse for the cost of any missed or cancelled reservations or any related fees. In the event that the Academies postpones/cancels a meeting for which you have already purchased a ticket, you will be reimbursed the change fee for another Academies-sponsored flight.

International travelers must follow federal guidelines when making travel reservations. Specifically, the Fly America Act, as enacted by Congress, mandates that individuals use U.S. flag carriers on travel funded by the U.S. government. U.S. flag carriers are airlines headquartered in the United States and certified by the Federal Aviation Administration (note: Air Canada is a **non-U.S.** flag carrier). This is true even when a comparable or different kind of service by a non-U.S. air carrier is less expensive; when service by a non-U.S. air carrier can be paid for in excess foreign currency; when the traveler prefers to use a non-U.S. carrier; or when service by a non-U.S. air carrier is more convenient. There are certain exceptions to this policy. If you will be flying internationally, please contact us *before* making your reservations.

Accommodations

The MARC Institute will be held at the beautiful Chaminade retreat in Santa Cruz, California. Built high on a bluff overlooking the Pacific Ocean, Chaminade's mission-style buildings command a panoramic view of Monterey Bay and the Santa Cruz Mountains. Comfortable accommodations compliment its secluded grounds.



We have reserved a block of rooms for Institute participants at the Chaminade. Please fax the last page to Matt McDonough at 202-334-1289 **no later than Monday, December 13, 2004** (or you may e-mail Matt at mmcdonough@nas.edu). It may not be possible to guarantee a room after this date. The hotel room charges will be directly billed to The National Academies, except for incidentals for which you will be responsible and may request reimbursement, as allowable, on your travel expense form. Please **DO NOT** call the Chaminade directly for your reservation—all reservations should be made through Matt McDonough.

We hope that the Chaminade's luxurious accommodations, four-star dining, and available recreation opportunities (along with the high-speed Internet access) will help provide a conducive environment for thinking about the integration of the life and quantitative sciences and curriculum improvement on your campus—and beyond.

Additional information about the Chaminade may be found at <<http://www.chaminade.com/>>.

Personal Auto

Local mileage between home/office/airport and meeting location for personally owned vehicles will be reimbursed at 37.5 cents per mile.

We encourage those driving to the meeting to carpool whenever possible.

Car Rental

Car rental is an allowable expense for this meeting if you decide not to take advantage of airport transportation organized through the Chaminade. Please reserve the most reasonable economical option.

If traveling 100% on National Academies business, you should rent from Hertz, Avis, or Budget and **DECLINE** both the collision damage waiver (CDW) and liability damage waiver (LDW); the National Academies has various forms of insurance coverage—as well as separate agreements with Hertz, Avis, and Budget that provide CDW and LDW coverage *without the need for National Academies travelers to elect coverage and pay additional fees*—and this should provide adequate liability insurance coverage in the event of a rental car accident for individuals traveling 100% on National Academies business.

If not traveling 100% on National Academies business (*i.e.*, rental car will be used partly for personal or other business use), you should obtain a rental car as you would normally. You may subsequently seek reimbursement for the share of the rental car expense attributable to use on National Academies business through the National Academies Travel Expense Report. *The National Academies will not reimburse the cost of CDW or LDW coverage*, so please check to see if your own personal car or other insurance will provide this coverage for you.

We encourage team members from the same institution to try to coordinate their travel arrangements and to share the rental car whenever possible.

Institute Schedule

The MARC Institute will begin on the evening of **Friday, January 7, 2005**. Participants should expect to arrive by 6:00 p.m. PST.

Institute sessions will be interspersed with structured time to work on proposals and free time during Saturday, Sunday, and Monday. Sessions will run from morning through evening with informal interactions extending into the night; all participants, including those local to the area, are encouraged to stay at the Chaminade retreat (see below).

The Institute will conclude on the morning of **Tuesday, January 11, 2005**, with all activities completed by lunchtime.

Questions or Concerns

We encourage you to consult the Institute website, which will be updated with complete information as it becomes available: <<http://www.AcademiesSummerInstitute.org/marc/>>.

If you have any questions or concerns about your travel arrangements please contact Matt McDonough at the National Academies: mmcdonough@nas.edu, Phone: 202-334-1951, Fax: 202-334-1289.

For any questions or comments regarding the meeting program or content of the Institute, please contact Adam Fagen: afagen@nas.edu, Phone: 202-334-1374, Fax: 202-334-1289.

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Participant Travel Response Form

Please fax to 202-334-1289 at your earliest convenience (no later than Monday, December 13, 2004)

Name _____

Institution _____

Mailing Address _____

Phone _____

Fax _____

E-mail _____

For which nights will you be needing accommodations at the Chaminade?

- Friday, January 7, 2005 *If your location requires an additional night in transit, early arrival, or late departure, please contact Matt McDonough (mmcdonough@nas.edu) to discuss available options.*
 Saturday, January 8, 2005
 Sunday, January 9, 2005
 Monday, January 10, 2005

Do you have any special needs, dietary restrictions, disability requirements, etc.? We will make every effort to accommodate all special requests.

Please provide travel information as soon as you know what it will be. We will try to arrange carpooling as possible.

Driving personal auto (from _____)

Flying

	Arrival	Departure
Airport	_____	_____
Date/Time	_____	_____
Airline/Flight	_____	_____

- I prefer to use airport transportation provided by Chaminade or another participant
- I prefer to rent a car at the airport
- Willing to carpool with participant(s) arriving/departing at same time