

Travel Information

ARRIVAL AND DEPARTURE

You should plan to arrive the evening of Monday, 6/13, and depart the evening of Wednesday, 6/15, if possible.

HOTEL ACCOMODATIONS

APHA will provide individual lodging for two nights for up to two people per community at the J.W. Marriott near the White House at 1331 Pennsylvania Avenue NW. This is the location of the Policy Action Institute and is less than one mile from the APHA office building (800 I Street NW), where the skill-building workshop will take place. You will be able to store your luggage at the APHA offices so that you can check out before coming to the workshop on 6/15.

To take advantage of the group rate, APHA will be submitting a rooming list as part of our room block by April 15. We must have your participant information by April 11 in order to include you on this list. Please DO NOT contact the hotel to make your reservations.

Reimbursement Policy

APHA will provide reimbursement of **up to \$700 per community** for allowable travel expenses for up to two team members per community. If you need to reallocate HCCC funds to cover additional travel costs, please speak with your HCCC liaison as soon as possible to receive approval. APHA will manage reservations and cover expenses related to your lodging. It is your responsibility to book air or ground transportation. **Your travel itinerary must be booked and shared with the Challenge Team by Friday, May 13 to be eligible for reimbursement.**

Reimbursable expenses include:

- Travel to/from DC - Airfare, gas/mileage, public transit
 - We recommend DCA airport if flying due to Metro accessibility and proximity to event locations.
 - Union Station is also Metro accessible and convenient to event locations if you prefer to travel by train.
 - See below for Metro directions.
- Ground Transportation - Please share rides when possible
 - Ground transportation to the hotel from the airport/train station
 - Ground transportation from hotel to APHA office
 - Ground transportation from APHA office to airport/train station
 - Ground transportation to/from home (if flying or taking the train)
- Meals (based on federal per diem rate) - Up to **\$36/person/day for dinner only** on the below dates:
 - 6/13 - no meals provided on site
 - 6/14 - breakfast and lunch provided on site
 - 6/15 - breakfast and lunch provided on site

REQUESTING REIMBURSEMENT FROM APHA

In order to receive reimbursement, you must submit the following documents and all original receipts via email to Brittany at brittany.perrotte@apha.org and copy accountingdepartment@apha.org by June 24, 2022:

- APHA Travel Expense Reimbursement Form
- ACH Information Request Form

As a non-profit association, it is important that we make every effort to keep travel costs down. Consider traveling with others who live nearby if you feel comfortable. Please refer to the information below regarding APHA's travel policy.

Travel Policy for HCCC Grantees

The following travel policy and procedures are used to assist travelers on behalf of the Association. Please review this document in its entirety prior to traveling. If you have any questions, contact [Brittany](#).

Travelers must book a flight a minimum of 31 days before the scheduled meeting. No tickets should be booked less than 31 days in advance of travel without prior approval from Brittany. **Per our requirements, travel itineraries must be booked and shared with the Challenge Team by Friday, May 13 to be eligible for reimbursement.**

LOWEST AVAILABLE FARE

Always attempt to book the lowest available fare. Please note:

If the traveler would like to extend his/her/their trip for personal travel, your flight must be approved by Brittany.

If the traveler is requesting a flight that is more than \$150 above the lowest available fare, the traveler must get approval from Brittany or pay the difference.

If the traveler has any concerns, he/she/they should contact Brittany before booking a ticket.

TRAVELING FROM A LOCATION OTHER THAN HOME

If you are traveling from a location other than home, any additional costs will be the responsibility of the traveler.

CHANGES AND CANCELLATIONS

If a ticket is canceled or changed after the ticket has been issued, the traveler will be responsible for any additional charges incurred. If a traveler needs to cancel a ticket, he/she/they must notify Brittany and contact the airline immediately.

Non-Refundable Tickets

If cancellation of a non-refundable ticket is due to a medical emergency, the traveler should send a refund request to the airline along with supporting documentation as airlines occasionally consider mitigating circumstances.

TRANSPORTATION TO AND FROM THE AIRPORT

Travelers are encouraged to use the most cost-effective transportation available (including shuttle service and mass transit). Receipts must be submitted with a Travel Expense Reimbursement Form. No receipt is required for subway or bus usage claimed on the form. APHA will reimburse for ground transportation to and from the airport. Whenever possible, taxis and ride sharing (Uber & Lyft) should be shared to reduce costs.

TRAVEL REIMBURSEMENT

APHA will reimburse the cost of one checked bag for a meeting less than three days.

APHA will reimburse mileage and parking to and from the airport. Traveler must include a map (googlemap, mapquest, etc.). Reimbursement is based on the current federal government reimbursement rate found at <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>.

APHA will not reimburse the traveler for expenses incurred for family/guest travel.

TRAIN TRANSPORTATION TO/FROM WASHINGTON, DC

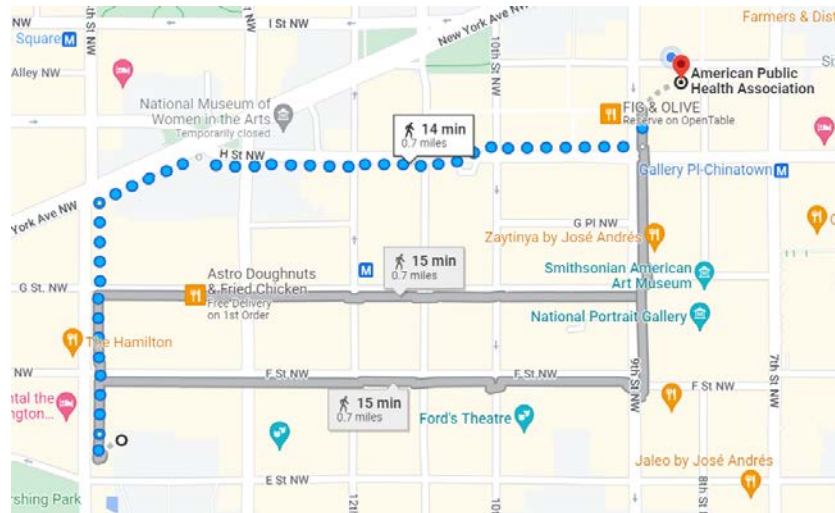
All rail transportation must be booked in the lowest available fare class. All other requests must be approved by Brittany.

PUBLIC TRANSIT

FROM DCA TO HOTEL: The Washington, DC Metrorail system has an elevated Metrorail station connected to the concourse level of Terminals B and C at Reagan National Airport. For more information on how to get to the metro station from the airport, visit: <https://www.flyreagan.com/parking-transportation/metrorail-station>. Once travelers get to the Airport Metrorail station, metrorail farecards may be purchased at machines located at all entrances of the station. From there, travelers will take the blue line towards "Largo Town Center" and get off at the "Metro Center" station (9th stop). From "Metro Center," the hotel is just a short five minute walk down F street.

FROM UNION STATION TO HOTEL: If taking a train/bus and arriving at Union Station, travelers can hop on the metro at the "Union Station" Metrorail station. Metrorail farecards may be purchased at machines located at all entrances of the Metro station. From there, travelers should take the red line towards "Shady Grove" and get off at the "Metro Center" station (3rd stop). From "Metro Center," the hotel is just a short five minute walk down F street.

FROM HOTEL TO APHA OFFICES: APHA is a short 14 minute walk from the JW Marriott. See walking route below.



From the JW Marriot, travelers can also walk to the “Metro Center” Metrorail station and take the red line towards “Glenmont.” Get off at the “Gallery Place” station (1st stop) and walk to 800 I St NW.

FROM APHA OFFICES TO DCA: Walk to the “Gallery Place” Metrorail station. Take the yellow line towards “Huntington.” Get off at “Ronald Reagan Washington National Airport” (6th stop). For directions on how to get to terminals from the station, visit:

<https://www.flyreagan.com/parking-transportation/metrorail-station>.

FROM APHA OFFICES TO UNION STATION: Walk to the “Gallery Place” Metrorail station. Take the red line towards “Glenmont”. Get off at “Union Station” (2nd stop). From there, travelers can access all rail options including Amtrak, MARC trains and the Virginia Railway Express, as well as regional bus options.

FROM HOTEL TO DCA: Walk to the “Metro Center” Metrorail station. Take the blue line towards “Franconia-Springfield.” Get off at “Ronald Reagan Washington National Airport” (9th stop). For directions on how to get to terminals from the station, visit:

<https://www.flyreagan.com/parking-transportation/metrorail-station>.

FROM HOTEL TO UNION STATION: Walk to the “Metro Center” Metrorail station. Take the red line towards “Glenmont”. Get off at “Union Station” (3rd stop). From there, travelers can access all rail options including Amtrak, MARC trains and the Virginia Railway Express.

Note: When planning your trip, check Metrorail’s [track work schedule](#). For current operating status, view [weekday](#) and [weekend](#) track work service adjustments.