

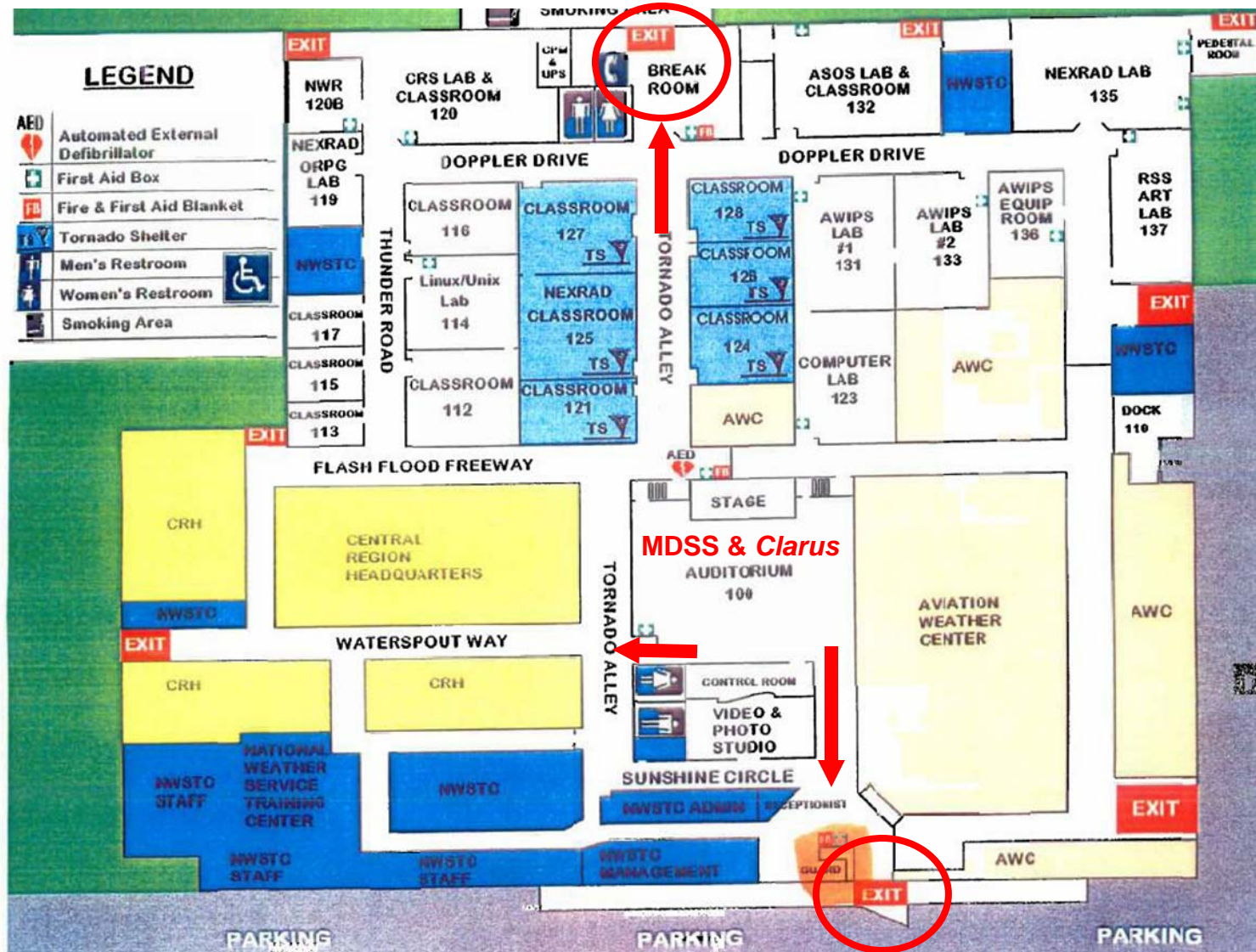
Maintenance Decision Support System (MDSS) Stakeholder Meeting #9

Meeting Logistics

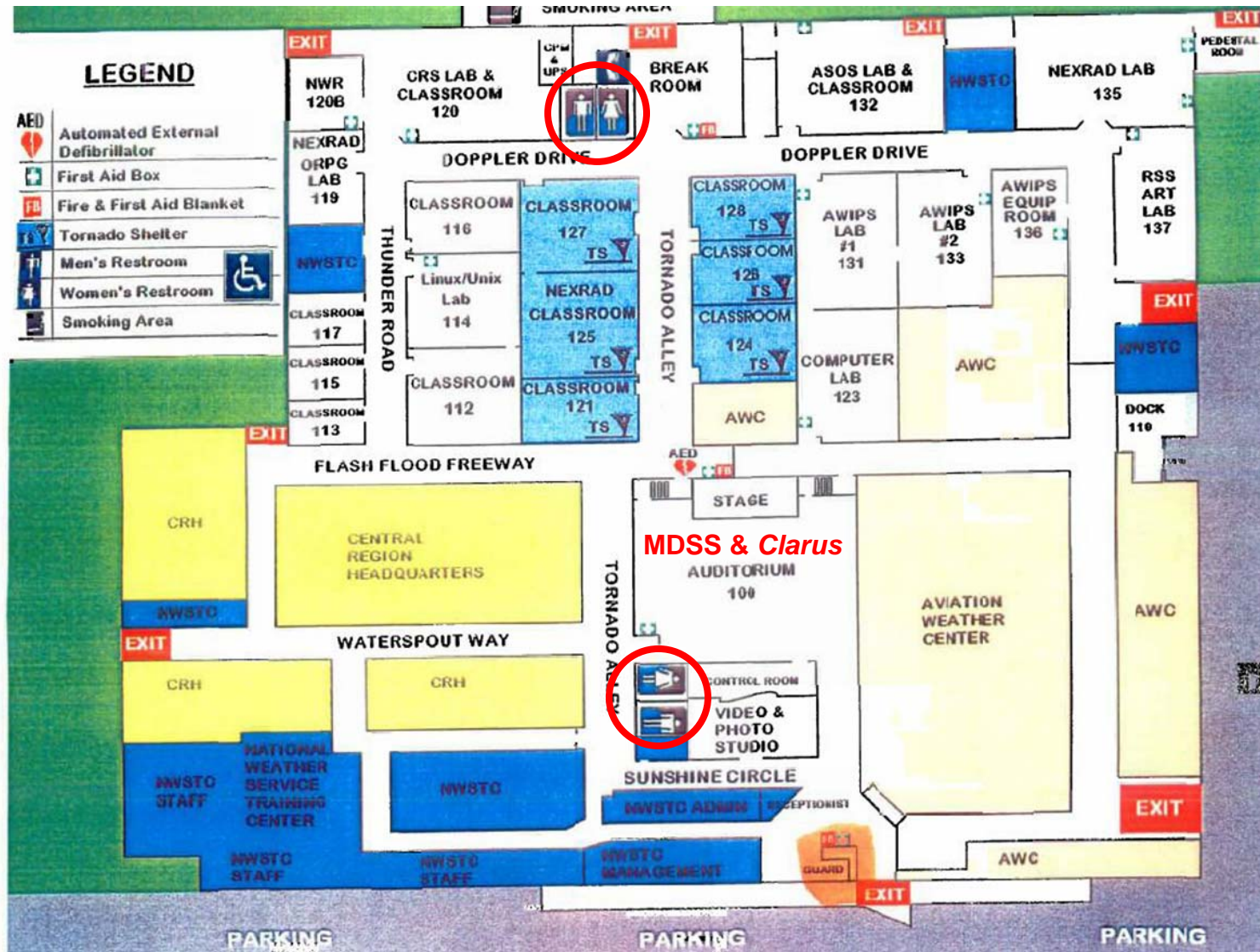
Andy Stern
Consulting Meteorologist (Noblis)
FHWA Road Weather Management Team



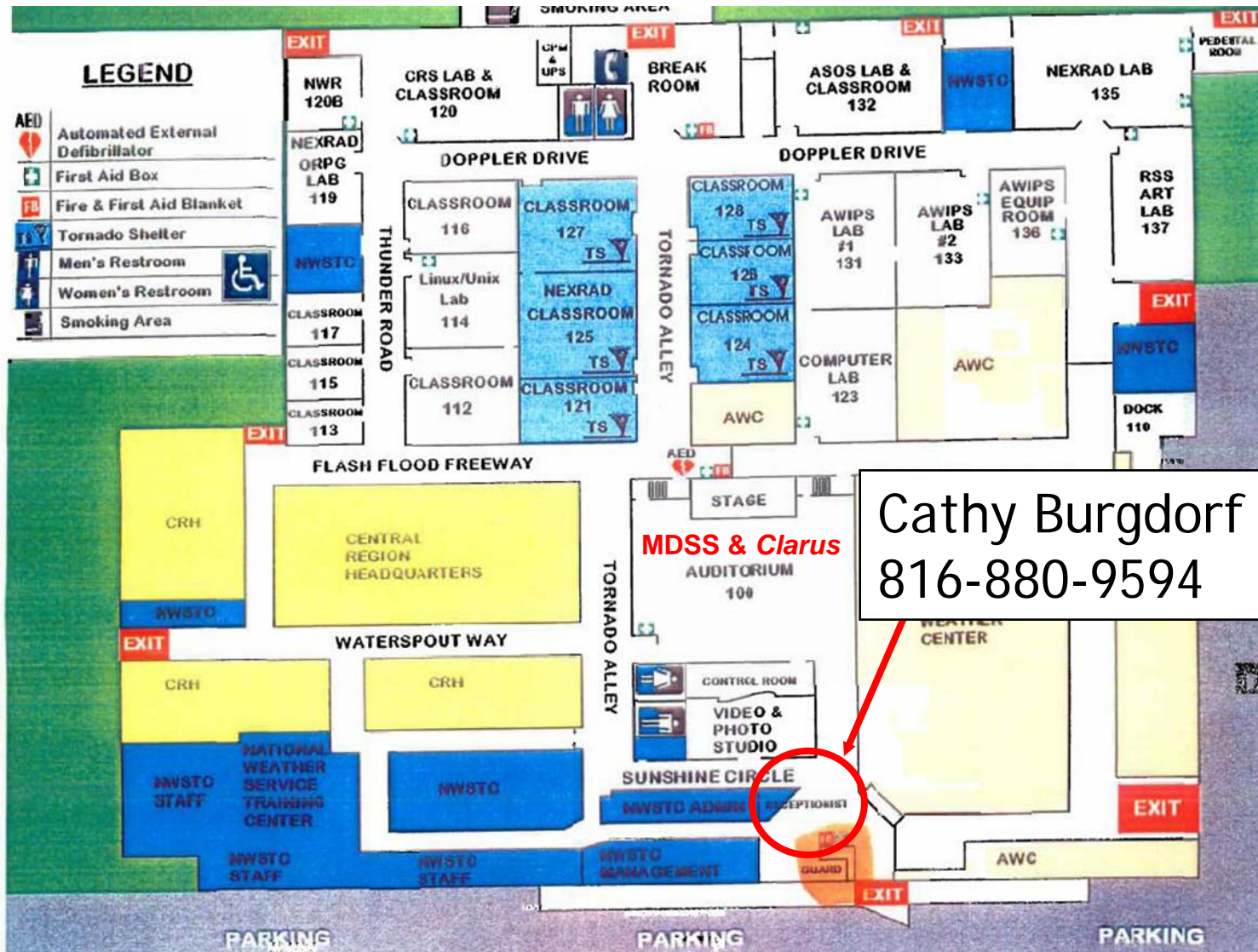
Evacuation Routes



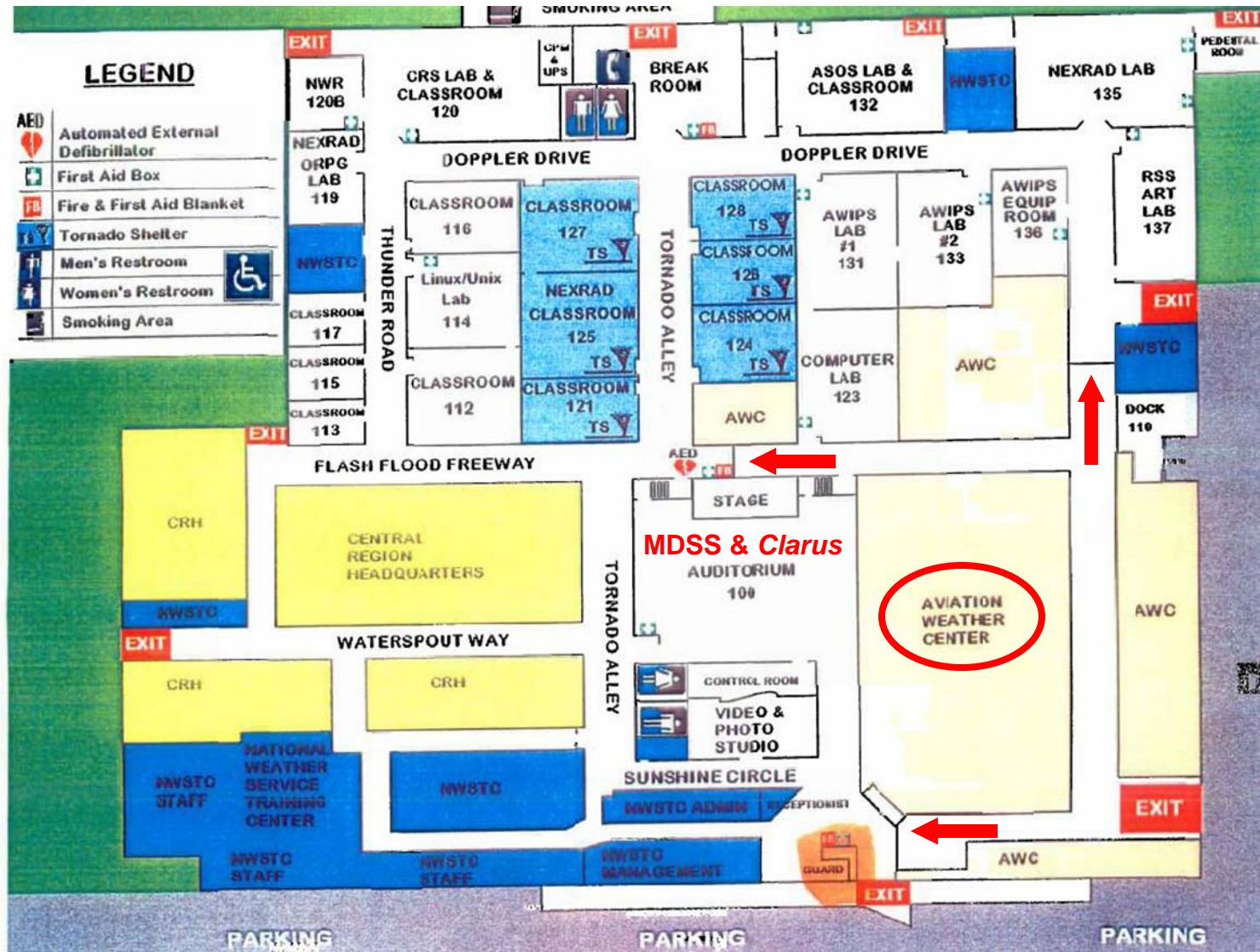
Restrooms



Administrative Assistance



Restricted Areas



Food

- There will be fresh coffee & water at the breaks along with light items (pastries, fruit). Soda will be available in the afternoon.
- There are vending machines for both drinks and snacks in the break room.
- Lunch is on your own. 75 minutes has been allotted. Consult the map in your agenda packet for local eateries. See me if you need a ride.



Reimbursement

- Must mail original receipts for
 - Air fare (including travel agent fee)
 - Lodging
 - Local airport parking
- Receipts are NOT needed for food
 - Claim per diem rate
- Curt Pape of MNDOT, tell your peers what happens when you are the LAST in the nation to turn in your receipts...



Reimbursement

Reimbursement Form
MDSS Stakeholder & Clarus ICC Meetings – September 17-21 2007
Kansas City, MO

Reimbursement Form: 2007 MDSS/Clarus Meetings							
Name							
Affiliation							
Telephone Number & Email							
Address							
Trip Information							
Trip Start Date (MM/DD/YY)					End Date		
Trip Start Time (HH:MM AM/PM)					End Time		
Business Destination		Kansas City, MO					
Travel Expenses							
Travel Dates	9/17/2007	9/18/2007	9/19/2007	9/20/2007	9/21/2007	9/22/2007	Total
Airline Ticket Amount							
Travel Agent Fee							
Hotel Amount (max \$96/night)							
Hotel Taxes							
Meals (Max Per Diem \$49/day*)							
POV Mileage (@ \$0.485/mile)							
# of miles driven							
Parking (e.g., Airport)							
Tolls							
Total Reimbursement Claim							
Reimbursement Information							
The undersigned certifies that, to the best of my knowledge and belief, the information on this voucher is accurate and I have read and understood the Expense Reporting/Reimbursement Guidelines document accompanying this form.							
Submitter's Signature					Date:		
Make Check Payable to:							
*Important Notes:		Original Receipts are required for all expenses except for meals. Meal claim on travel days is 75% of the maximum Per Diem allowance					

