

Chesapeake Bay Program Partnership BMP Verification Review Panel Membership Travel Logistics and Reimbursement Information

Outlined below, please find information on both making your travel arrangements as well as ensuring you will be reimbursed.

Travel Logistics

Meeting Dates: Tuesday and Wednesday, April 1-2, 2014

Meeting Times: Start at 9AM on Tuesday and finish by 3:30PM on Wednesday

Meeting Location: U.S. Fish and Wildlife Service, Chesapeake Bay Field Office
177 Admiral Cochrane Drive
Annapolis, Maryland 21401

Airports:

- Baltimore-Washington International Airport is your best bet—about a 30 minute drive time to Annapolis during non-rush hour
- Reagan-National Airport would be a second choice—hour plus drive time to Annapolis given its located on the other side of Washington, DC
- Washington-Dulles Airport would be a last choice—figure on up to two hours drive time to Annapolis even on a good day

Hotels: plenty to choose from all around Annapolis. Hotels located just outside of the immediate downtown historic district will provide much lower rates.

Food: Annapolis has just about every flavor for those traveling overnight—strongly recommend checking out the downtown historic district along Main Street and the adjacent lower West Street. Eat local crabs, oysters and rockfish to support Chesapeake Bay restoration!!

- **Coffee** and (zero carb) donuts will be available at the meeting by 7:00AM both morning for those really early birds!
- **Breakfast:** Several locations downtown serve breakfast (e.g., Chick and Ruth's deli on Main Street); the Boatyard Restaurant right across the street from the Chesapeake Bay Program Office opens for coffee and breakfast by 7:30AM in the mornings
- **Lunch:** We will have arrangements for ordering out for lunch right at the beginning of the meeting on both days—lunch will be delivered on site by 12 PM
- **Dinner:** We are planning for a group dinner for the Panel on Tuesday evening. The Panel will need to select its dining preference so we can make reservations.

EPA Reimbursement via Invitational Travel

If you will need to fly into the meeting and/or are anticipating the need for reimbursement of overnight accommodations and/or mileage costs, please see the below instructions. You will be working directly with Kim Scalia (scalia.kimberly@epa.gov; 215-814-5421) in our Philadelphia EPA Region 3 Office.

If you will be flying in (or taking a train) to participate in the meeting, PLEASE contact Kim before making any airline reservations. Kim will have to make your plane/train reservations using a federal government credit card in order for you to be reimbursed for your travel. Kim will work directly with you on scheduling your flights to ensure EPA covers your flight expenses. (She may have a South Philly accent and sound tough, but she is great when it comes to making travel arrangements and ensuring you get reimbursed!)

If you will require overnight accommodations on Monday, Tuesday, or even Wednesday or even night, please go ahead and make your reservations directly using your own business or personal credit card. If you will require reimbursement for mileage and/or meal, then please reach out and make contact with Kim Scalia and let her know prior to the April 1-2 Panel meeting that you will be seeking reimbursement for your travel costs. She will need some information from you to set you up in EPA's travel system so your reimbursed cost can be electronically transferred to your bank account. (No more government paper checks!)

Information that will be requested from all the invitational travelers to be reimbursed by EPA:

- Name and home address including zip code
- Work phone number:

The following banking information is needed because all travel reimbursements must go through direct deposit:

- Name and address of your bank
- Your nine (9) digit routing number
- Your account number (specify either checking or savings)

Kim will be in contact you and request this information. Please be assured your information be considered fully confidential.