
MEMORANDUM

TO: Expert Panel Participants

FROM: Nancy Walczak, Vice President, The Lewin Group **DATE:** December 23, 2013

SUBJECT: Travel arrangements for expert panel on unmet need in relation to the Ryan White HIV/AIDS Program

This memo contains important information on travel arrangements for the expert panel on unmet need in relation to the Ryan White HIV/AIDS Program on which you graciously agreed to serve. We would like to provide you with as many details as possible now, so that you can plan your time and travel accommodations accordingly.

Although the meeting is being organized and facilitated by The Lewin Group, the meeting is part of a broader project that is led by Mathematica Policy Research. Mathematica is responsible for assisting with travel arrangements and processing requests for travel reimbursement.

Meeting location: The meeting will be held on January 27 from 10:00 to 4:00 ET at the Hubert H. Humphrey Building, which is located at 200 Independence Avenue S.W. in Washington, D.C. If you are flying, Ronald Reagan National Airport is conveniently located on the blue line of the Metro. The Humphrey Building is located near to Federal Center SW Metro station, which is on the blue and orange lines. You are also welcome to travel to the meeting site by taxi, which are plentiful at the airport and meeting site. We estimate that a taxi trip between the airport and meeting location will cost approximately \$15.

We will be sending you a packet approximately one week prior to the panel that includes the agenda and background information for the meeting. Please let us know if you have a disability that requires special accommodations.

Agreement Letter. Please complete the attached letter (see page 3 of this packet) to formally indicate your willingness to participate and acknowledge the confidentiality of the information presented before and during the meeting on January 27.

To request reimbursement for any travel expenses, you will need to complete the attached Expense Report (see page 4) and return the form with copies of all required receipts to Felita Buckner using any of the methods listed below:

Mail: Felita Buckner
1100 1st Street, NE, 12th Floor
Washington, DC 20002-4221

MEMO TO: Expert Panel Participants
FROM: Nancy Walczak, Vice President, The Lewin Group
DATE: December 23, 2013
PAGE: 2

Fax: 202-863-1763
Attn: Felita Buckner

Email: fbuckner@mathematica-mpr.com

Travel arrangements: We will be able to reimburse you for any travel expenses consistent with federal travel regulations. If you would like Mathematica to make your travel arrangements, please contact Felita Buckner (fbuckner@mathematica-mpr.com) by **January 13**. We will send out a reminder close to that date as well.

Mathematica is able to reimburse you for the following travel-related expenses:

Air Travel	We are only able to reimburse the cost of coach class tickets. Checked bag fees can also be reimbursed.
Train Travel	We are only able to reimburse the cost of the lowest of available classes (typically coach, unless it is not available).
Personal Vehicle	We are able to reimburse at a rate of \$0.565 per mile.
Ground Transportation	Ground transportation (such as taxi or metro) costs can also be reimbursed. Receipts are required for expenses over \$75.
Hotel	We can reimburse up to \$184 per night, before taxes. Many hotels have government rates for those whose travel is covered by federal funds.
Meals and Incidentals	We can reimburse up to \$53.25 per day. Receipts are required for expenses over \$25. Please note that we are not able to reimburse for alcoholic beverages.

Hotel: You are welcome to make your own arrangements and request reimbursement for up to \$184 a night (before taxes) using the Expense Report. If you would like suggestions for a hotel to stay at, please e-mail Felita Buckner (fbuckner@mathematica-mpr.com).

We look forward to seeing you on January 27. Thank you again for your assistance with this project.

Sincerely,



Nancy Barker Walczak, PhD, FSA, The Lewin Group

December 23, 2013

Felita Buckner
Mathematica Policy Research
1100 1st Street NE, 12th Floor
Washington, DC 20002

Dear Felita Buckner:

This letter is acknowledgment of my willingness and ability to participate in the expert panel on unmet need in relation to the Ryan White HIV/AIDS Program. I understand that Mathematica Policy Research will reimburse me for my travel and other expenses related to this meeting (subject to the limitations set by Federal travel regulations).

I recognize that any of the facts or information that I acquire as a result of my participation in the expert panel such as reviewing draft reports or attending meetings are confidential, and agree not to disseminate or distribute this confidential information further without authorization from Mathematica Policy Research.

Sincerely,

Signature

Name

Telephone Number

Address

Telephone Number while Traveling

City, State, Zip

Date

HONORARIA AND EXPENSE REPORT

Period Ending: _____
 mm dd yy

Project/Task & Department #: 40146.B22 (24)

Total Honoraria \$ \$0.00

Name: _____
 Address: _____
 City, State, Zip: _____
 Make Honoraria Check Payable to Me

OR

Only Expenses Are Claimed

OR

Name: _____
 Address: _____
 City, State, Zip: _____

Payee Federal Tax Identification #: _____

Out-Of-Pocket Expenses (If Applicable)

Instructions:

1. For Government-funded projects, when applicable, identify excess lodging expense on the designated line. (Costs of meals in excess of federal travel regulations are not reimbursable.)
2. List all expenses in detail.
3. Attach original receipts (receipts are required for expenses over \$75.00)
4. Retain copy for your files.

Details of Expenses

	Date:	Origin:	Destination:					Totals
1. Govt. Reimb. Lodging								\$0.00
2. Room Tax								\$0.00
3. Trainfare/Airfare								\$0.00
4. Meals								\$0.00
5. Private Auto Mileage (@ \$. /Miles)								\$0.00
6. Car Rental and Gas								\$0.00
7. Parking/Tolls								\$0.00
8. Taxi/Ground Transportation								\$0.00
9. Meeting Expense								\$0.00
10. Miscellaneous (Describe in Notes)								\$0.00
11. Telephone								\$0.00
12. SUBTOTAL REIMB. EXPENSES								\$0.00
13. Excess Lodging (Including Tax)								\$0.00
14. Excess Meals								\$0.00
TOTAL EXPENSES:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BALANCE DUE FOR TRAVEL:								\$0.00

Name: _____
 Address: _____
 City, State, Zip: _____

AMOUNT PAYABLE TO ME: _____
AMOUNT PAYABLE TO _____
 (If other, enter name and address)

Notes:

Signature: _____
 Approval: _____

Date: _____
 Date: _____

From: Benbow, Nanette
Sent: Friday, January 31, 2014 4:02 PM
To: Berlin, Steve
Subject: RE: Sponsored travel #2

Hi Steve:

I just returned from the first sponsored travel described below. I traveled to DC on Sunday for the Monday meeting and returned Monday night. I have sent my re-imbusement form to Mathematica Policy Research, the agency responsible for travel logistics for the HRSA consultation (as described in the attached document). I am requesting re-imbusement for one-night lodging, meals and ground transportation. Please let me know if anything else is needed.

Best regards,

Nanette