

**e-Construction and Partnering: A Vision for the Future Peer Exchange**  
**Arkansas DOT and South Carolina DOT**  
 Little Rock, Arkansas. June 13-14, 2018

Peer Exchange Website [www.edc4econstructionandpartnering.com](http://www.edc4econstructionandpartnering.com)

Contact Sonya Darter, ARA, Inc. with questions ([scdarter@ara.com](mailto:scdarter@ara.com), 217 356-4500)

**Schedule**

<b>Tuesday, June 12, 2018</b>	Travel day
<b>Wednesday, June 13, 2018</b>	8:00 a.m. - 5:00 p.m. Peer Exchange Day 1 (registration begins at 7:30)
<b>Thursday, June 14, 2018</b>	8:00 a.m. - 5:00 p.m. Peer Exchange Day 2. Travel Day.
<b>Friday, June 15, 2018</b>	Travel day (June 14th is preferred)

<b>Meeting Location:</b>	<b>Arkansas Department of Transportation</b> Construction Division 10324 Interstate 30 Little Rock, AR 72209
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**LODGING**

You are responsible for reserving and paying for your room.	Embassy Suites 11301 Financial Centre Parkway Little Rock, AR 72211
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Ammenities:  
 A government rate is available:  
 Rooms can be reserved at this rate for these dates:  
 YOU must book rooms by:  
 Block name:  
 Call to Make Reservations:  
 Book Online:

<http://embassysuites3.hilton.com/en/hotels/arkansas/embassy-suites-by-hilton-little-rock-LITCPES/about/amenities.html>  
 \$96.00  
**June 12, 13, and 14th**  
**NOW!**  
 A block has not been set-up  
 501.312.9000 and ask for a government rate of \$96.00  
 Not available

Cancellation policy: All reservations must be canceled 24 hours prior to arrival or the first night prepayment or credit card will be charged as a "no show" charge.

**TRANSPORATION**

**You are responsible for purchasing your own airline ticket or arranging other transportation.\***

Closest Airport	Clinton International Airport
Distance from hotel to airport	10 miles, 15 minute drive
Travel from airport to hotel	The Embassy provides a shuttle from 7 a.m. to 10 p.m. to and from the airport. You can schedule this in advance by calling 501.312.9000. Upon arrival, call the hotel as soon as you land to confirm your arrival. They will pick you up at the airport.
Transportation to exchange facility	A carpool will be arranged from the Embassy to the exchange.
Public transportation	10 miles, 15 minute drive

\* Travel terms: Travel requirements should be made by the most economical form of transportation available including coach class tickets, nonrefundable tickets, and advance bookings. Exceptions to coach fare must be documented. Travel documents must clearly show the official travel points and whether circuitous travel is for official or personal reasons. Expenses related to travel changes for convenience are the travelers responsibility. The detailed travel itinerary, which includes the amount paid for airfare, must be submitted with the expense report.

**PER DIEM**

You will be offered meals and expenses for per diem in the amount \$59.00  
 The allowable per diem on travel days is 75% of this value which equals \$44.25  
 For more information about per diem rates, visit <http://www.gsa.gov/portal/category/100120>

**W-9 and Size Certification**

To receive your travel reimbursement, ARA needs to set you up in our accounting system.  
 Please complete the attached certification form (ARA Vendor Form.pdf) to [scdarter@ara.com](mailto:scdarter@ara.com).

**EXPENSE REPORT AND REIMBURSEMENT**

Your travel expenses will be reimbursed including airfare, hotel, tolls, taxi/shuttle, parking, and baggage. If mileage is claimed, there should be an explanation for POV mileage. To receive reimbursement, please complete the following steps:

1. Complete the attached travel expense form. Please submit this immediately.
2. Print and **SIGN** the form (eConstruction Arkansas Travel Expense Form.xls)
3. Attach receipts to the form
4. Remit to: [transtravel@ara.com](mailto:transtravel@ara.com)