

e-Construction and Partnering: A Vision for the Future Peer Exchange

Indiana DOT

Indianapolis, IN | August 28-29, 2018

Peer Exchange Website www.edc4econstructionandpartnering.com/indiana/indiana.html
Contact Sonya Darter, ARA, Inc. with questions (scdarter@ara.com, 217 239-8591)

SCHEDULE

Monday, August 27, 2018	Travel day
Tuesday, August 28, 2018	8:00 a.m. - 5:00 p.m. Peer Exchange Day 1 (registration begins at 7:30)
Wednesday, August 29, 2018	8:00 a.m. - 5:00 p.m. Peer Exchange Day 2. Travel Day.
Thursday, August 30, 2018	Possible travel day (August 29th is preferred)

Meeting Location: **Indiana Government Center North**
100 North Senate Avenue
Indianapolis, IN 46204

LODGING

You are responsible for reserving and paying for your room upfront and will be reimbursed after the exchange.

[Homewood Suites by Hilton Indianapolis-Downtown](#)

[211 South Meridian Street](#)
[Indianapolis, IN 46225](#)

Ammenities: Complimentary breakfast, complimentary wifi, pool, fitness center, business center, billiards room

A government rate is available: \$119.00

Rooms can be reserved at this rate for these dates: August 27-30, 2018

YOU must book rooms by: Friday, July 27, 2018

Block name: ARA

Call to Make Reservations: (317) 636-7992

Book Online: http://homewoodsuites.hilton.com/en/hw/groups/personalized/I/INDHWHW-ARA-20180827/index.jhtml?WT.mc_id=POG

Cancellation policy: All reservations must be canceled 48 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.*

Airport	Indianapolis International Airport 7800 Col. H. Weir Cook Memorial Drive Indianapolis, IN 46241
Distance from hotel to airport	12 miles
Travel from airport to hotel	Go Express Airport Shuttle: This express, non-stop bus service runs every 30 minutes from 5 am-11 pm. RSVP in advance. Map of Downtown Go Express Shuttle Stops IndyGo Route 8 (RSVP in advance)
Transportation to exchange facility	Walking distance (.3 miles)
Public transportation	Cars are available if needed

* 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 of: \$54.00

The allowable per diem on travel days is 75% of this value which equals \$38.25 \$40.50

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.

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 Indiana Travel Expense Form.xls)
3. Attach receipts to the form
4. Remit to: transtravel@ara.com