

**e-Construction and Partnering: A Vision for the Future Peer Exchange**  
**Kentucky DOT (KYCT)**  
**Frankfurt, Kentucky | July 17-18, 2018**

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

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

**SCHEDULE**

<b>Monday, July 16, 2018</b>	Travel day
<b>Tuesday, July 17, 2018</b>	8:00 a.m. - 5:00 p.m. Peer Exchange Day 1 (registration begins at 7:30)
<b>Wednesday, July 18, 2018</b>	8:00 a.m. - 5:00 p.m. Peer Exchange Day 2. Travel Day.
<b>Thursday, July 19, 2018</b>	Travel day (July 18th is preferred)
<b>Meeting Location:</b>	<b>KYTC Office Building</b> 200 Metro St. Frankfort, KY 40601

**LODGING**

You are responsible for reserving and paying for your room.	<b>Capital Plaza Hotel</b> 405 Wilkinson Blvd. Frankfort, KY 40601
Ammenities:	Complimentary breakfast, hotel shuttle
A government rate is available:	\$93.00
Rooms can be reserved at this rate for these dates:	Check-in on the 16th and check-out on 18 or 19th
YOU must book rooms by:	ASAP to secure government rate of \$93 is available
Block name:	A block has not been set-up
Call to Make Reservations:	(502) 227-5100
Book Online:	<a href="http://capitalplazaky.com">capitalplazaky.com</a>
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 Airports to Frankfurt, KY	23 miles: Lexington, KY (LEX / KLEX) Blue Grass Airport.
	55 miles: Louisville, KY (SDF / KSDL) Louisville International Airport.
	76 miles: Hebron, KY (CVG / KCVG) Cincinnati/Northern Kentucky Intl. Airport
Distance from hotel to airport	3.5 miles
Travel from airport to hotel	Lexington Blue Grass Airport: Louisville International Airport: Cincinnati/Northern Kentucky Intl. Airport
Transportation to exchange facility	.8 mile. A carpool will be arranged from the hotel to the facility.
Public transportation	n/a

\* 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: **\$51.00**  
 The allowable per diem on travel days is 75% of this value which equals \$38.25  
 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 Kentucky Travel Expense Form.xls)
3. Attach receipts to the form
4. Remit to: [transtravel@ara.com](mailto:transtravel@ara.com)