

**e-Construction and Partnering: A Vision for the Future Peer Exchange
Pennsylvania DOT
PennDOT District 11-0 Offices | December 4-5, 2018**

Peer Exchange Website

www.edc4econstructionandpartnering.com/pennsylvania/pennsylvania.html

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

Schedule

Monday, December 03, 2018	Travel day
Tuesday, December 04, 2018	8:00 a.m. - 5:00 p.m. Peer Exchange Day 1 (registration begins at 7:30)
Wednesday, December 05, 2018	8:00 a.m. - 5:00 p.m. Peer Exchange Day 2. Travel Day.
Thursday, December 06, 2018	Travel day December 5th is preferred

Exchange Location: PennDOT District 11-0 Offices
[45 Thomas Run Road](#)
[Bridgeville, PA](#)

LODGING: You are responsible for reserving and paying for lodging upfront and will be reimbursed after the exchange.

Hotel	Hilton Garden Inn Pittsburgh Airport South-Robinson Mall
	303 Park Manor Drive
Amenities	Robinson, Pennsylvania
	\$129.00
A government rate is available	A block has not been reserved. Select government rate when booking.
YOU must book rooms by	ASAP to secure the government rate.
Call to Make Reservations	(412) 788-9500
Book Online	http://hiltongardeninn3.hilton.com/en/hotels/pennsylvania/hilton-garden-inn-pittsburgh-airport-south-robinson-mall-PITROGI/index.html
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.

TRANSPORTATION: You are responsible for purchasing your own airline ticket or arranging other transportation*

Closest Airport	Pittsburgh International Airport
Travel from airport to hotel	10 minutes, 7.3 miles
Transportation from hotel to exchange facility	20 minutes, 10.3 miles
Public transportation	Explorer Light Rail Transit: https://goo.gl/maps/kDtB7zaV71r

\$2.75

* 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 of \$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 vendor form available at 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 Alabama Travel Expense Form.xls)
3. Attach receipts to the form and convert to PDF.
4. Remit to: transtravel@ara.com