

TRAVEL INFORMATION FOR THE UPCOMING DECEMBER 2023 SAC MEETING

Meeting dates: December 5-6, 2023. (December 7 at the discretion of the SAC Chair/Vice-Chair)

Optional Observatory tour on Dec. 4

(If you plan to attend the observatory tour, please RSVP to Laurie Dale by **Nov. 20, 2023**)

- A daily allowance for lodging of up to \$295 USD/night (inclusive of taxes and fees) for up to 5 nights (Dec. 3 to Dec 7 as needed) as well as a daily M&IE per diem allowance equal to US federal per diem rates for the locality. (\$173 USD for M&IE). Additional days will be permitted within reason to accommodate travel to/from Canada and France. ***Please note that any additional days are at your own expense***.
 - A block of rooms has been reserved from December 3rd to the 7th at the [Kamuela Inn](#) located in Waimea town. The rate for a deluxe room with king size bed is \$248.65 a night + tax. These rooms will be booked on a first-come-first-served basis. Please contact Laurie Dale as soon as possible if you would like a room at the Kamuela Inn.
 - One daily allowance is paid for each day when the traveler has actually incurred expenses for lodging in a commercial establishment. A copy of the lodging receipt(s) must be provided.
 - For the (travel) days of departure and return, the meal allowance is 75% of the M&IE rate, i.e. \$129.75.
 - When meals are provided by CFHT, the meal allowance is reduced by the applicable amount of that meal.
- Other expenses:
 - Will be reimbursed upon submission of documentary evidence.
 - The claim for reimbursement must be submitted within 30 days of completion of travel.
 - Typical expenses include airfare, taxi, car rental, parking fees, gas, mileage for personal car use, and internet access fees.
- Direct billing to CFHT:
 - You may avoid reimbursement claims for airfare by purchasing tickets through the CFHT corporate site on Egencia.com or our corporate account with Hawaiian Airlines. CFHT uses Egencia as a tool to book airfare and car rental. An account in Egencia will be set up by Laurie Dale upon request. An email will then be sent requesting you to complete your profile and set a password. Please contact Ldale@cfht.hawaii.edu if you need assistance with this process.
- Methods of reimbursement:
 - Reimbursement: Please keep all receipts and scan and send them to Ldale@cfht.hawaii.edu for travel claim reimbursements.
 - Payment by wire transfer to a foreign bank: payments will be made by wire transfer into your account if you provide CFHT with your banking information. Please provide your wire transfer information to accountspayable@cfht.com if there are any changes to the banking information we have on file.

If you have any questions or comments, please email Laurie Dale at Ldale@cfht.hawaii.edu for travel assistance and requests for reimbursements.