



2011 ISAPP Meeting
Travel Arrangements and Expense Reimbursement Policy
Hotel Shattuck Plaza, Berkeley, California
2086 Allston Way, Berkeley, CA 94704

The 2011 ISAPP meeting will be held at the Hotel Shattuck Plaza in Berkeley California. Berkeley is a vibrant and spirited San Francisco Bay Area city that has evolved from its Sixties flower-power roots into a culinary and cultural destination with a "green" soul. See <http://www.nxtbook.com/nxtbooks/berkeley/ovg1011/#/0> for a digital version of the Berkeley visitor guide.

The information below provides general guidance on travel to and accommodations at the 2011 ISAPP meeting. It also provides details on expense reimbursement policy for those participants who qualify.

ISAPP is responsible for costs for approximately 60 participants at this meeting, which constitutes our largest single budget expense. Therefore, we can only provide reimbursement for economy travel. ISAPP appreciates your efforts to be cost-conscious, by booking flights in a timely manner and booking on discount airlines when available.

1. Basic travel support is available to participants who participate in the entire meeting and fulfill requirements for meeting participation. **Industry representatives must cover their own travel expenses and lodging**, but will not be charged for group meals or receptions.
2. **Air travel:** The closest airports to the conference venue are Oakland (OAK) – about 15 miles away - and San Francisco (SFO) – about 25 miles away and across the San Francisco bay. The Bay Area Rapid Transit (BART) train serves both airports (see item 5, Ground transportation to and from airports, below). **As resources for travel cost reimbursement are limited, ISAPP requests that participants book air travel in a timely and economical manner.**

To assist this process, ISAPP has retained the services of a travel assistant, Heather Amen. Please contact Ms. Amen at heather.amen@gmail.com (preferred) or 720-220-0260.

- **Information to provide when requesting travel:**
 - i. Exact name, as it appears on your passport/ID
 - ii. Date of birth
 - iii. Gender
 - iv. City of origin
 - v. Preferred dates/times of travel
 - vi. Cell phone or home phone number to be used for emergency contact while traveling
 - vii. Seating preference (aisle or window)
 - viii. Any applicable frequent flyer numbers
- **Note that it is the responsibility of the traveler to determine if any travel visas will be required for this trip.**
- If you have reasons to book your flight directly rather than through the contracted travel assistant, **please inform Heather Amen (heather.amen@gmail.com) to obtain a price quote at least one month prior to travel.** This price quote must be submitted with your request for reimbursement. The reimbursable amount for such a ticket cannot exceed a price quote for the economy round trip fare from your home airport; if the actual cost of the ticket is less than the price quote, then the actual cost will be reimbursed.

- Extra costs incurred during flight such as luggage, food/beverages, etc, are not reimbursed.
4. **Travel by car:** If you choose to travel to the meeting venue by car, ISAPP will reimburse mileage from your office to the meeting venue at a rate of 50¢/mile. Parking charges will also be covered. There is no parking at the hotel, but garage parking (not hotel owned) is available directly across the street. Cost depends on days and time, but expect about \$20/day for parking charges.

Ground transportation to and from airports: Both the Oakland (OAK) and San Francisco (SFO) airports are served by Bay Area Rapid Transit (BART). From SFO, take the AirTrain from the airport to the BART station. BART from SFO to Downtown Berkeley requires a transfer at 19th Street in Oakland (take the Pittsburg/Bay Point and transfer to the Richmond train), and will take about an hour. To access BART from OAK, take the AirBART shuttle to the Coliseum/Oakland Airport BART Station. The Downtown Berkeley stop is a direct train (take the Richmond train). The hotel is a short walk from the Downtown Berkeley BART station. At the Downtown Berkeley station, take the escalator to exit the BART station to Shattuck Ave, turn left (south), go 1 block, cross the street and turn right on Allston Way to the Hotel entrance. A small "Game Stop" store is on the corner of Allston and Shattuck, and the hotel is just next door to that. The BART website <http://www.bart.gov/> "Quick Planner" feature may be useful in planning your trip. The BART system map can be found at <http://www.bart.gov/stations/closest.aspx>.

The cost of train transport to and from the airport will be reimbursed. If you choose to hire a taxi or rent a car for transportation to and from the airport, it will be at your own expense. Depending on the time of day, auto traffic from SFO to Berkeley can be very slow, especially over the Bay Bridge. Note that auto parking is not a reimbursed expense except for participants not using other means of transportation.

5. **Accommodations:** The venue hotel is the Hotel Shattuck Plaza, 2086 Allston Way, Berkeley, CA 94704, Phone: (510) 845-7300, Toll Free from US: (866) 466-9199, info@hotelshattuckplaza.com. All participants must make their own hotel room arrangements, guaranteed with their own credit card, for the conference venue. Please be sure to book your room under the ISAPP room block. Reservations can be made by phone or on line:
- 866-466-9199 ask for the ISAPP group rate
 - Online:
https://reservations.ihotelier.com/crs/g_reservation.cfm?groupID=557727&hotelID=17233

The Group code is: 1110ISAPPI

If you have any difficulty making your hotel reservation, please email or phone the hotel for assistance. **The room block will be held through September 22, 2011. If you are interested in staying any extra nights before or after the conference, it is important to book as early as possible; extra nights are not guaranteed for availability or rates.**

ISAPP will cover cost of accommodations for 2 nights for North American participants and 3 nights for participants traveling from other continents. Any charges incurred due to incidentals, failure to show, reservation cancellations, early departure or extended stays are the responsibility of the participant.

6. **Meals:** Meals during the conference will be provided at the conference center, starting with lunch on October 23 through lunch on October 25. The cost of additional food or refreshments, including meals en route, are the responsibility of the participant. Participants involved with pre- and post-meeting activities will be advised of additional organized meals.
7. **Accompanying guests:** Accompanying guests are welcome to participate in conference meals at your expense. **However, please make arrangements with Heather Amen (heather.amen@gmail.com) by September 30** in order to enable ISAPP to make accurate meal counts. **If you are interested in staying**

any extra nights before or after the conference, it is important to book as early as possible; extra nights are not guaranteed for availability or rates.

8. **Additional expenses:** Costs for accompanying guests, non-direct travel routings, or additional nights' accommodations will be borne by the participant.
9. **Submission of travel expenses for reimbursement must be completed by:
November 30, 2011:**
 - Please use the [Travel Reimbursement Request Form](#) available on the meeting information site.
 - ***Any claims submitted after this date will NOT be reimbursed.***
 - Any questions on travel reimbursement should be directed to Mary Ellen Sanders at mes@mesanders.com.