Maintenance Decision Support System (MDSS)
Stakeholder Meeting #9

Meeting Logistics

Andy Stern
Consulting Meteorologist (Noblis)
FHWA Road Weather Management Team
Evacuation Routes
Tornado Shelters
Restrooms
Smoking Area

Your must use keypad to enter the building from the patio smoking area.

Door code on banner above break room door.
Administrative Assistance

Cathy Burgdorf
816-880-9594
Restricted Areas
Food

• There will be fresh coffee & water at the breaks along with light items (pastries, fruit). Soda will be available in the afternoon.

• There are vending machines for both drinks and snacks in the break room.

• Lunch is on your own. 75 minutes has been allotted. Consult the map in your agenda packet for local eateries. See me if you need a ride.
Reimbursement

- Must mail original receipts for
  - Air fare (including travel agent fee)
  - Lodging
  - Local airport parking
- Receipts are NOT needed for food
  - Claim per diem rate
- Curt Pape of MNDOT, tell your peers what happens when you are the LAST in the nation to turn in your receipts...
Reimbursement Form
MDSS Stakeholder & Clarus ICC Meetings – September 17-21 2007
Kansas City, MO

Reimbursement Form: 2007 MDSS/Clarus Meetings

Name
Affiliation
Telephone Number & Email
Address

Trip Information
Trip Start Date (MM/DD/YY)  End Date
Trip Start Time (HH:MM AM/PM)  End Time
Business Destination  Kansas City, MO

Travel Expenses
Airline Ticket Amount
Travel Agent Fee
Hotel Amount (max $200/night)
Hotel Taxes
Meals (Max Per Diem $49/day*)
PCV Mileage (@ $0.485/mile)
# of miles driven
Parking (e.g., Airport)
Taxis
Total Reimbursement Claim

Reimbursement Information
The undersigned certifies that, to the best of my knowledge and belief, the information on this voucher is accurate and I have read and understood the Expense Reporting/Reimbursement Guidelines document accompanying this form.

Submitter’s Signature  Date:
Make Check Payable to:

*Important Notes:  Original Receipts are required for all expenses except for meals.
Meal claim on travel days is 75% of the maximum Per Diem allowance.