



Association of State Transportation Officials
2018 ANNUAL MEETING
July 9 - 11 · The Gaylord · National Harbor, MD

Dear NASTO Members,

The 2018 NASTO Annual Meeting is being co-hosted by both the Maryland and District Departments of Transportation, and will be held on **July 9 - 11, 2018** at the Gaylord in National Harbor, Maryland. Below, please find additional conference details for your planning purposes.

The NASTO Board of Directors voted to keep the same Conference Full Coverage Program as 2017, and details are outlined below:

- **State CEO** or their designee: Registration and travel expenses as outlined below are paid for by NASTO
- **NASTO Officers:** Registration and travel expenses as outlined below are paid for by NASTO
- **Host State Logistical Staff:** Registration is paid for by NASTO
- **Following Host State:** Registration and travel expenses as outlined below are paid for by NASTO for **TWO** Conference Committee members.
- **State Staff:** Each state has **\$2,143** to use toward conference registration or travel. Details on how to utilize this credit are explained under "NASTO Conference Travel Reimbursement".

NASTO Conference Reimbursement includes:

- Conference Registration
- Lodging at the Gaylord for conference dates (Monday, July 9th and Tuesday, July 10th). Any additional nights are at attendee's expense.
- Transportation to and from the conference (air, train, or automobile).
- Parking and tolls.
- Meals during travel **to and from** conference totaling a maximum of \$30 per day

NASTO Conference Travel Reimbursement

In order to obtain reimbursement, please read and follow the steps below:

- You must be designated by your organization in order to receive reimbursement, requiring signature from an employee's supervisor and transportation head.
- Once designated, REGISTER for the conference online at: www.nasto.org
 - Select "FULL COVERAGE" from the dropdown menu on the first page of registration and follow the instructions to proceed
 - Registration cost will show \$0 and will be paid for by NASTO
- Make your hotel reservation online by going to the NASTO website and then going to the Conference Lodging section.
- Maintain the receipt for reimbursement. If you are arriving earlier or staying later than the approved dates, you may submit the full receipt from the hotel, however only the approved nights will be reimbursed.
- Make your own travel arrangements and maintain receipts for reimbursement submittal. If driving, calculate mileage reimbursement using Mapquest or another online mileage tool.
- Maintain all receipts for meal reimbursement. Receipts should ONLY be during travel to and from conference. Receipts must not exceed \$30 per day.
- Fill out the attached expense form in entirety, including supervisor signatures and required receipts, and send to sherwood@delaneymeetingevent.com, fax to (802) 865-8066 or mail to the address below.
- **The deadline to submit for reimbursement is August 1, 2018. Forms received after August 1 will not be processed.**

For questions, please email me at sherwood@delaneymeetingevent.com or call me at (802) 448-9063. We hope to see you in July!

Sincerely,

Cindy Sherwood
NASTO Conference Manager
Delaney Meeting & Event Management
One Mill Street, Suite 315
Burlington, Vermont 05401