



Association of State Transportation Officials  
2019 ANNUAL MEETING  
July 8 - 10 · The Chase Center · Wilmington, DE

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Dear NASTO Members,

This year's NASTO Annual Meeting is being hosted by the Delaware Department of Transportation and will be held on **July 8 - 10, 2019** at the Chase Center in Wilmington, Delaware. Due to state budgetary constraints, the NASTO Board has approved a Full Coverage Program to help NASTO Members pay to attend to conference.

The following outlines who is eligible, what is reimbursable, and amount allocated:

- **State CEO** or their designee – **Allocated \$2,143** to reimburse the following:
  - Conference Registration
  - Lodging at the Westin for conference dates ONLY (Monday, July 8<sup>th</sup> and Tuesday, July 9<sup>th</sup>). Any additional nights are at attendee's expense.
  - Transportation to and from the conference.
  - Parking and tolls.
  - Meals during travel **to and from** conference with a maximum of \$30 per day
  
- **NASTO Officers** – **Allocated \$2,143** to reimburse the following:
  - Conference Registration
  - Lodging at the Westin for conference dates ONLY (Monday, July 8<sup>th</sup> and Tuesday, July 9<sup>th</sup>). Any additional nights are at attendee's expense.
  - Transportation to and from the conference.
  - Parking and tolls.
  - Meals during travel **to and from** conference with a maximum of \$30 per day
  
- **Host State Logistical Staff**
  - Conference Registration
  - Lodging at the Westin for conference dates ONLY (Monday, July 8<sup>th</sup> and Tuesday, July 9<sup>th</sup>).
  
- **State Staff** - Each state has **\$2,143** to divide amongst staff and use toward the following expenses:
  - Conference Registration
  - Lodging at the Westin for conference dates ONLY (Monday, July 8<sup>th</sup> and Tuesday, July 9<sup>th</sup>). Any additional nights are at attendee's expense.
  - Transportation to and from the conference.
  - Parking and tolls.
  - Meals during travel **to and from** conference with a maximum of \$30 per day

If you are eligible, please review the NASTO Conference Travel Reimbursement Procedures on the following page.

## NASTO Conference Travel Reimbursement Procedures

**In order to obtain reimbursement, please review and follow the steps below.** You must be designated by your organization in order to receive reimbursement.

### **CONFERENCE REGISTRATION**

- Each attendee must register to attend the conference.
- To register online, please go to [www.nasto.org](http://www.nasto.org) and go to Conference Registration. Click the link to register.
- Select "FULL COVERAGE" from the dropdown menu on the first page of registration and continue completing the remaining pages.
- Registration cost will show \$0 and will be paid for by NASTO.

### **LODGING**

- Make your hotel reservation online by going to the NASTO website and then going to the Conference Lodging section. ***Only conference nights of Monday, July 8 and Tuesday, July 9 are eligible for reimbursement.***
- 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.

### **TRAVEL & MEAL REIMBURSEMENTS**

- 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.

All reimbursements must be submitted via the **NASTO Full Coverage Reimbursement Form**. Please note that the form must be filled out in its entirety, including supervisor signatures and required receipts. Once complete, please send to [sherwood@delaneymeetingevent.com](mailto:sherwood@delaneymeetingevent.com), fax to (802) 865-8066 or mail to the address below.

**The deadline to submit for reimbursement is August 1, 2019. Forms received after August 1 will not be processed.**

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

Sincerely,

Cindy Sherwood  
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