Legislative Energy Horizon Institute 2019

Two Step Travel Fact Sheet (for Alaska delegates)

Richland, WA Saturday- Tuesday, July 6 - 9, 2019
Washington, D.C. Thursday – Saturday October 24 – 26, 2019

For travel related questions, please contact Jeff Morris at jeff@ehorizoncorp.com or 360-941-5678

RICHLAND, WA SATURDAY JULY 6 – TUESDAY, JULY 9, 2019	
Logistics	Class schedule: Fri. July 5- Optional Field trip to Columbia Nuclear Generating Station if you arrive at hotel by 1pm. *(Note: this tour will require advance registration to attend due to security clearance)* Sat. July 6- Class starts at 9am – please arrange your travel to be in Richland before then. Tues. July 9- Class concludes at 12:30pm *If you would like to do other meetings while in Richland, please arrive a day or early or stay after the class concludes. The hotel group rate will be available at cost to the attendee*
Hotel	LEHI Hotel: Courtyard by Marriott, Richland Columbia Point 480 Columbia Point Drive, Richland, WA 99352 Reservations: **Attendees are responsible for making their own reservations** Reservation link: **Book your group rate for 2019 Legislative Energy Horizon Institute** To book by phone, call 509- 942-9400 and mention 2019 Legislative Energy Horizon block Hotel block cutoff date: June 12, 2019 Billing: We will pay for your hotel the evenings of July 5, 6, 7, and 8, 2019. These room nights will be applied to our master account. You will not be charged, but will be asked to provide your credit card to hold the reservation. **You will be responsible for any additional room nights.** Cancellation: If your plans change for any reason, you are responsible for cancelling your hotel reservations. If you neglect to cancel your own reservations, we will not cover late cancellation charges.
Air Travel	Travel: You are responsible for making your own travel arrangements. Please book your flights as early as possible to secure the lowest fare. Attendees should fly into the Pasco Airport (PSC) Travel Scholarship: You are entitled to a travel scholarship **reimbursement up to a maximum of $1450 for *combined travel* (including incidentals) to Richland and Washington, D.C**. (i.e. this maximum reimbursement must cover travel for both trips. If you use $600 to fly to Richland, you will have a maximum of $850 left for your trip to Washington, D.C.). This amount is based on the cost of travel by May 4, 2019. You or your state will be responsible for travel costs over this amount. Reimbursement:

	We will reimburse you for your airfare or train tickets within 30 days of receiving your travel receipts. We will also reimburse incidentals with receipts you provide within the same limit. Please email receipts to jeff@ehorizoncorp.com. Expense reports will be provided at the meeting on a cloud file. We require receipts for any expenses and the form must be returned by **August 9, 2019.** If you have geographic travel challenges that increases your cost beyond $1450, please contact Jeff at jeff@ehorizoncorp.com to discuss options
Ground Travel	Once you have booked your flight, please email your arrival and departure time to jeff@ehorizoncorp.com and we will arrange for pick up from the airport. Please look for the Legislative Energy Institute sign when you exit the restricted terminal area towards baggage claim. If you miss your flight or it is delayed, please call or text Jeff at 360-941-5678
Cancellation	You are responsible to cancel your own hotel room- if you do not cancel your own hotel room you will be charged for any fees incurred for the unused room. If you cancel or change your travel plans after your flight has been booked, for any reason that is not an emergency or unanticipated legislative session, you will be responsible for pay the cost of the air ticket.

WASHINGTON, D.C. THURSDAY, OCT 24 – SATURDAY, OCT 26, 2019	
Logistics	Class schedule: Thurs. Oct 24- Class starts at 8am – please arrange your travel to be in D.C. before then. Sat. Oct 26- Class concludes 12pm *If you would like to do other meetings while in D.C., please arrive a day or early or stay after the class concludes. The hotel group rate will be available before and after the event and will be your responsibility to cover those additional room night fees.*
Hotel	LEHI Hotel: Hyatt Regency Washington 400 New Jersey Avenue, N.W. Washington, D.C. 20001 Reservations: **Attendees are responsible for making their own reservations** Reservation link: https://www.hyatt.com/en-US/group-booking/WASRW/G-PWNE To book by phone, call 202-737-1234 and mention PNWER/NCSL Hotel block cutoff date: September 16, 2019. Our room block is limited, please make your reservations early to ensure availability. Billing: We will pay for your hotel the evenings of October 23, 24, and 25. These room nights will be applied to our master account. You will not be charged, but will be asked to provide your credit card to hold the reservation. **You will be responsible for any additional room nights.** (We have found that D.C. hotels

	are often booked out, so if you want to come early or stay late, please make your reservations as early as possible). Cancellation: If your plans change for any reason, you are responsible for cancelling your hotel reservations. If you neglect to cancel your own reservations, we will not cover late cancellation charges.
Air Travel	Travel: You are responsible for making your own travel arrangements. Please book your flights as early as possible to secure the lowest fare. Travel Scholarship: You are entitled to a travel scholarship **reimbursement up to a maximum of $1450 for *combined travel* to Richland and Washington, D.C**. (i.e. this maximum reimbursement must cover travel for both trips. If you use $300 to fly or drive to Richland, you will have a maximum of $650 left for your trip to Washington, D.C.). This amount is based on the cost of travel by May 4, 2018. You or your state will be responsible for travel costs over this amount. Reimbursement: We will reimburse you for your airfare or train tickets within 30 days of receiving your travel receipts. Mileage calculated at the GSA rate for travel which is $.58 per mile (not to exceed average cost of an airline ticket). We will also reimburse incidentals with receipts you provide within the same limit. Please email receipts to jeff@ehorizoncorp.com. Expense reports will be provided at the meeting on a cloud file. We require receipts for any expenses and the form must be returned by **November 22, 2019** If you have geographic travel challenges that increases your cost beyond $1450, please contact Jeff at jeff@ehorizoncorp.com to discuss options
Ground Travel	Transportation to and from Washington, D.C.: Shuttles from Regan National Airport cost $10 - $15; cab fare and Uber is about $15. Metro to union station is also available, but requires a short walk from the station to the hotel. Please keep your receipts for reimbursement. Directions from Union Station: • Union Station is located 3 blocks from the Hyatt Regency. • Exit the station and walk toward the U.S. Capitol, following the first small section of the semi-circle that is adjacent to the station • Turn right onto E Street, NW • After one block, you will cross North Capitol Street. The Capitol dome will be clearly visible to your left • Continue on E Street for one block, and then turn left onto New Jersey Ave, NW • The Hyatt Regency is on the first block, on your right • This walk is slightly downhill and quite feasible if you are using wheeled luggage.
Cancellation	You are responsible to cancel your own hotel room- if you do not cancel your own hotel room you will be charged for any fees incurred for the unused room. If you cancel or change your travel plans after your flight has been booked, for any reason that is not an emergency or unanticipated legislative session, you will be responsible for pay the cost of the air ticket.