

POWELL CENTER TRAVEL FAQ'S

Welcome to the USGS John Wesley Powell Center! As a Federal organization the Powell Center adheres to certain travel restrictions and requirements that may not be familiar to you. We want your experience to be enjoyable and for you to be able to focus on the science so please read the following FAQs carefully to learn about travel arrangements specific to the Powell Center.

1. How do I get started with travel arrangements?

You will receive an e-mail from POWELL CENTER TRAVEL group (gs_powell_center_travel@usgs.gov) with information to begin the travel process such as room blocks, hotel booking dates, per diem, flights, etc. Please keep the email for your records. If you are not contacted check your SPAM folder. If you still have not received an email, please contact your lead Principal Investigator (PI) or the email above.

2. What are the roles and responsibilities of my working group, the Powell Center Travel group, and the Powell Center staff?

Your lead PI is responsible for establishing meeting timings, agendas, and for getting you information. The Powell Center Travel group is responsible for getting you to the conference and home, ensuring you have a hotel room to book, and getting you travel specific information. The Powell Center staff is there to coordinate meeting logistics, lunches, bikes and anything involving your needs during your meeting.

3. Do you treat travel differently for Federal Employees versus non-Federal travelers?

Yes, we will provide you with the correct instructions to conduct your travel to the Powell Center based on the participant list from the lead PI. The information we provide you will be determined by whether or not you are:

- ❖ A Federal Employee - you are paid by the federal government, work for a federal agency and you have a government travel card,
- ❖ An Invitational Traveler - you are a government contractor, volunteer, affiliate, you come from a university or state agency, essentially you are not a federal employee and you are not an international citizen,
- ❖ An International Traveler - you are a citizen of another country, you do not have a social security number, and/or you do not have a United States bank account. If you have a question about your status please ask your lead PI.

4. Can I book the hotel after the date in which the room block expires?

Hotel booking dates are non-negotiable; please pay attention to all deadlines given.

5. What else do I need to know about travel requirements?

All people traveling with the federal government are bound by federal regulations. There are limits on per diem, hotel rates, the types of flights that can be booked. Please be flexible and read all of the information provided to you. Not doing so can result in you not being reimbursed for certain expenses and/or being liable for certain charges. Please work with the Powell Center Travel group to conduct your travel arrangements (gs_powell_center_travel@usgs.gov).