

Dear Colleagues:

[AERA 2019](#) is April 5<sup>th</sup> to 9<sup>th</sup> 2019 in Toronto, Canada. Early bird registration ends **2/28/19**.

Please ensure the following prior to travel:

- A travel pre-authorization via [PurchasePath](#) has been submitted as soon as you know you will be attending
- **Extra Important:** note that you must carry proof of citizenship and proof of identity to enter Canada. A valid passport, passport card, or NEXUS card satisfies these requirements. If you are flying to Canada from the US a Washington State enhanced driver's license is **not** proper identification.

Regarding travel reimbursements, the following can be processed PRIOR to the conference taking place:

- airfare
- registration
- lodging deposit (only if required) prior to the trip.

All other reimbursement requests are “*Post Trip Reimbursements*” and require original receipts. The only exception to requiring a receipt is for meals because we will reimburse at the per diem rate.

Final reimbursement requests must be turned in **no later than June 9<sup>th</sup>, 2019** to meet the 60 Day Reimbursement rule.

A Final Reminder Regarding Rates:

- Toronto, Canada meal per diem is \$113 per day - breakfast \$28.25/lunch \$33.90/dinner \$50.85
- Lodging per diem is \$214 per day. If you stay in an [official conference hotel](#) (see Link below) you will be reimbursed at the conference rate.

Currency Conversion – all receipts in CAD will be converted to USD using OANDA and the date from the receipt.

If you have any questions, please come down the Dean's Suite (Miller 222) and inquire or send an email to [edfiscal@uw.edu](mailto:edfiscal@uw.edu).

**See important links below:**

AERA Website: <http://www.aera19.net/>

Entry into Canada: <http://www.aera19.net/entry-information.html>

Discounts: <http://www.aera19.net/travel-discounts.html>

Hotels:

<http://connectionshousingapps.com/documents/AERA/2019/AERA2019HotelMap.pdf>

FAQ: <http://www.aera19.net/annual-meeting-frequently-asked-questions.html>

**Common Issues that can delay reimbursements:**

1. Not documenting personal time
  - a. If you have personal time, you must have a list of comparison airfares showing multiple airlines. We recommend [Kayak.com](http://www.kayak.com) or other online travel agencies
2. Paying for meals for others and not documenting attendees
3. Not documenting if someone else paid for a meal for you
4. Hotel Folios are not in your name but a traveling partner who is not on UW business. This can also apply to other receipts that are paid with a card not in the traveler's name.
5. Incomplete post travel packets and incomplete or missing post travel forms
6. Late or last minute submissions