

South 165 Howard St., Suite 200
Spokane, WA 99201
Phone: 509-747-4994
Fax: 509-747-5030



1100 Wayne Ave., Suite 1010
Silver Spring, MD 20910
Phone: 301-588-6800
Fax: 301-588-6801

January 9, 2012

Commissioners,

Kauffman & Associates, Inc. (KAI), under contract with the Department of Justice (DOJ), will support your travel and lodging arrangements for you to participate in the upcoming **Indian Law and Order Commission (ILOC) Business Meeting and Field Hearing** scheduled for **January 12 and January 13, 2012** in **Scottsdale, Arizona**.

The ILOC Field Hearing (January 13) and your room accommodations will be at the following location:

Talking Stick Hotel
9800 E Indian Bend Rd.
Scottsdale, AZ 85256
(480) 850-7777
www.talkingstickresort.com

The ILOC Business Meeting (January 12) will be held at the **Salt River Pima-Maricopa Indian Community** government offices:

10,000 E. Osborn Rd.
Two Waters Building A
Scottsdale, AZ 85256
(480) 362-7400

For these events, KAI is authorized to pay for the following expenses:

- Airfare (one pre-paid, nonrefundable, coach round-trip ticket)
- Personal vehicle mileage (up to the cost of one pre-paid, nonrefundable, coach round-trip airline ticket)
- Lodging for up to 3 nights for your participation (pre-paid)
- Government allowed meals and incidentals for up to 3 days (75% on travel days) or reimbursement
- Ground transportation (shuttle, taxi, metro, parking) costs up to \$100 total

HOTEL ACCOMMODATIONS

Hotel reservations have been made for you at the Talking Stick Hotel. Your confirmation number will be emailed to you soon. At check-in time, you will be expected to provide your name and confirmation number, and present a credit card or cash deposit to cover any incidentals you might

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incur during your stay. If you do not have a credit card you will still be allowed to check in, however the hotel will put a block on room service, movies, and telephone calls unless you leave a deposit with the front desk.

KAI only covers hotel accommodations for a single occupancy room; if you should require a double occupancy room, you may be expected to pay the difference between the double and single occupancy room rates, and any applicable taxes, at check-out time.

MEALS AND INCIDENTALS

M&IE reimbursement is based on the government allowable per diem for the area to which you are traveling. The M&IE rate for Scottsdale, AZ is \$71 per day. On days of travel, travelers receiving M&IE will be reimbursed at 75% of the M&IE rate (\$53.25).

GROUND TRANSPORTATION

The Talking Stick Hotel is located about 16 miles from the Phoenix Sky Harbor International Airport.

- **Shuttle:** Estimated one-way fare to Talking Stick Hotel from Phoenix Sky Harbor International Airport is \$23.

Super Shuttle Reservations: (602) 244-9000 / (800) 258-3826

To meet the shuttle: After you claim your luggage at Sky Harbor Airport, proceed to the outer island marked "Van Service." A uniformed Super Shuttle Guest Service Representative will arrange transportation to your destination.

- **Taxi:** The cost for a taxi ride from the Phoenix Sky Harbor International Airport to the Talking Stick Hotel is approximately \$35 one-way. Taxi expenses are reimbursable. You will need to submit an original receipt for these expenses in order to be reimbursed.

Taxi Services:

The following taxi services are contracted to pick up passengers at Phoenix Sky Harbor International Airport:

Apache Taxi: (480) 557-7000

AAA/Yellow Cab: (480) 888-8888

Mayflower Cab: (602) 955-1355

Taxi terminal access for Phoenix Sky Harbor International Airport is as follows:

Terminal 2: North curbside

Terminal 3: North curbside

Terminal 4: Level 1, north curbside

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- **Car Rental Services:** You will not be reimbursed for car rental costs to attend this event. Any car rentals shall be the responsibility of the traveler.

Tips for taxi or shuttle rides are not a reimbursable expense; they are considered incidentals.

REIMBURSEMENT PROCEDURES

An expense reimbursement form and detailed reimbursement instructions are included with this letter. In order for your allowable expenses to be reimbursed, it is important that you submit the required documents by the due dates provided below.

You will only be reimbursed for actual transportation expenses associated with your attendance at this meeting. These include:

- Personal car mileage at the rate of \$0.51 per mile, based on the most direct route. The reimbursement amount will not exceed the cost of an airline ticket (no receipt required).
- Parking fees at actual cost (original receipt required).
- Public transportation (e.g., bus, metro, shuttle, or taxi) to and from the airport and hotel and home or office at actual cost (original receipt required).

Your expense claim form with the required receipts should be returned to KAI no later than close of business (Pacific Daylight Time) 10 business days after the meeting. Expense reimbursement forms not received by this time may not be honored. Please include original receipts as requested for specific expenses listed above. (Please photocopy your receipts for your records.) Receipts are not required for per diem or mileage expenses.

Please direct all questions and return the completed reimbursement forms and receipts to:

Kauffman & Associates, Inc.
Attn: Tina Swannack
South 165 Howard Street, Suite 200
Spokane, WA 99201
Phone: 509.789.2673
tina.swannack@kauffmaninc.com

Please make sure to sign your expense form, and include your phone number and complete address where you would like your check mailed. Reimbursements will be provided within 30 days following receipt of your completed expense reimbursement form.

Sincerely,

Victor Paternoster, Director of Meeting and Event Planning
Kauffman & Associates, Inc.