



# TRANSPORTATION RESEARCH BOARD

February 19, 2026

## MEMORANDUM

TO: Chair and Members of ACRP Project Panel 04-36

FROM: Dan Magnolia, Travel Specialist

COPY: Matthew Griffin, Senior Program Officer, ACRP

SUBJECT: ACRP Project 04-36  
*Safety Management Systems for Small and Non-Hub Airports*

It is time to start making your plans for the Second Meeting of ACRP Project Panel 04-36, which will take place on March 17, 2026 in Room Keck 101 of the Keck Center of the National Academies, 500 5th St NW, Washington DC.

Panel travel expenses related to attending the meeting will be covered by the ACRP.

### Here is a checklist of things you need to do:

- |                          |                    |  |      |
|--------------------------|--------------------|--|------|
| <input type="checkbox"/> | Immediately        | Complete and return the attached meeting response form by <b>February 26, 2026</b> . <ul style="list-style-type: none"><li>• We will make your hotel reservations for you.</li></ul> | Pg 2 |
| <input type="checkbox"/> | Immediately        | Review our requirements for reimbursement of travel expenses.  | Pg 3 |
| <input type="checkbox"/> | Immediately        | Make your travel arrangements—we offer the services of a travel agency (Vai Travel) to assist you.   | Pg 4 |
| <input type="checkbox"/> | Before the meeting | Review our requirements for ground transportation to/from the airport or train station.  | Pg 4 |
| <input type="checkbox"/> | Day of meeting     | Allow enough time to get from your hotel to the meeting location. The meeting will begin at <b>9:00 a.m. ET</b>  | Pg 3 |
| <input type="checkbox"/> | After the meeting  | Submit your Travel Expense Report (TER) within 30 days.  | Pg 3 |
| <input type="checkbox"/> | Any time           | If you have any questions about your travel arrangements, please refer to the TRB-CRP Travel FAQ included with this travel memo.   | Pg 4 |

**NATIONAL  
ACADEMIES** *Sciences  
Engineering  
Medicine*

**ATTENDANCE AND HOTEL RESPONSE FORM FOR EVENT **TRB260134****

TO: Dan Magnolia, dmagnolia@nas.edu

|   |
|---|
| FROM: _____<br>(Please insert your name.) |
|---|

SUBJECT: **ACRP 04-36 Second Panel Meeting on March 17, 2026**  
Time: 9:00 a.m. to 4:00 p.m. ET  
Room: Keck 101  
Keck Center of the National Academies, 500 5th St NW, Washington DC

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**Please let us know if you will be attending the meeting:**

- I **will** be able to attend the meeting on March 17, 2026.
- I **will not** be able to attend the meeting on March 17, 2026.

**If you *will* be attending the meeting, please let us know your accommodation requests:**

- I **will** require a hotel room at the Fairfield Inn & Suites, 500 H Street NW, Washington, DC 20001. (A reservation is being held for you for up to *2 nights max.*—the nights of March 16+17.)
  - Check-IN Day & Date: \_\_\_\_\_
  - Check-OUT Day & Date: \_\_\_\_\_

*\*Requesting modifications outside of the Approved Travel Period are not guaranteed, subject to hotel availability, and at the guests' expense. Volunteers traveling 50 miles or less are considered **local** by The National Academies.*

 If you have a disability that requires special accommodation, please describe:

\_\_\_\_\_  
\_\_\_\_\_

- I **will not** require a hotel room **OR** I will make my own lodging arrangements at less than or equal to **\$276/night+tax**, the equivalent of the [government per diem rate](#) (see page 4).

**PLEASE RETURN THIS FORM BY: **February 26, 2026****  
After February 26, 2026, the room block will be released, and we will not be able to guarantee you a room or to pay for it directly.

**TRAVEL INFORMATION**

Cooperative Research Programs  
ACRP Project Panel 04-36  
*Safety Management Systems for Small and Non-Hub Airports*

ACRP 04-36 Second Panel Meeting  
March 17, 2026  
9:00 a.m. to 4:00 p.m. ET

Room Keck 101  
Keck Center of the National Academies, 500 5th St NW, Washington DC

Panel travel expenses related to attending the meeting will be covered by the ACRP. Travel logistics information follows, including a phone number for Vai Travel who will assist you. Please reference the travel code below:

**» » » TRB260134 « « «**

**REIMBURSEMENT FOR TRAVEL EXPENSES**

- All travel reimbursements should be requested electronically using the Workday system. Instructions on this system will be forwarded separately and you may contact CRP Travel Accounting staff at (202) 334-2846 or [CRPTravelAcct@nas.edu](mailto:CRPTravelAcct@nas.edu) if you need any assistance.
- **NOTE:** Travel expenses will only be reimbursed for the allowable travel period—one day before and one day following the meeting.
- **NAS has adopted the fixed meal per diem method. Travelers do not need to enter meals or provide receipts for expenses related to meals when completing their expense report. Your expense report will be automatically credited for meals not provided by NAS.**
- Receipts are required for any individual expenses exceeding \$74.99.
- If you purchase your own tickets or pay for your own accommodations, you will be required to provide original receipts for the same, clearly showing method of payment.
- **Frequent flyer miles have no cash value and are not reimbursable by the Academies.**

Reimbursement Ceilings for your meeting location can be found on the General Services Administration (GSA) Per Diem website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

**STAFF CONTACTS**

|                             |                       |  |
|-----------------------------|-----------------------|--|
| <b>Meeting Details</b>      | Matthew Griffin       | <b>202/334-2366 or <a href="mailto:mjgriffin@nas.edu">mjgriffin@nas.edu</a></b>  |
| <b>Travel &amp; Lodging</b> | Dan Magnolia          | <a href="mailto:dmagnolia@nas.edu">dmagnolia@nas.edu</a>                         |
| <b>Travel Reimbursement</b> | CRP Travel Accounting | 202/334-2846 or <a href="mailto:CRPTravelAcct@nas.edu">CRPTravelAcct@nas.edu</a> |

## AIR/TRAIN TRAVEL

### Vai Travel

Phone: 1-301-948-2448

Email: [nas@VaiTravel.com](mailto:nas@VaiTravel.com)

Travel Code: **TRB260134**

- Air and train travel must be in Economy Class at the lowest reasonable **non-refundable** fare. All exceptions must be approved in advance; first- or business-class travel is not reimbursable.
- In accordance with the Fly America Act, the use of a U.S.-flag airline carrier is mandatory.
- For any itinerary deviating from round-trip travel between your normal workplace and our meeting location and/or outside the allowable travel period (one day before/after the meeting), please contact CRP Travel Accounting Staff ([CRPTravelAcct@nas.edu](mailto:CRPTravelAcct@nas.edu)) **PRIOR** to making your travel arrangements.
- **Airline seat fees are NOT reimbursable unless approved in advance via medical waiver.**
- All ticket exchanges require prior approval from CRP Finance staff. CRP is not permitted to expend sponsor funds on ticket exchanges (except in emergencies).

## GROUND TRANSPORTATION

- Rental cars are *not* authorized for meetings held in Washington DC.
- Taxi (including Lyft/Uber) and public transit fares are fully reimbursable between the various combinations of your meeting location, your hotel, and the local airports.
- Reimbursement for use of a privately owned vehicle (POV) must not exceed the cost of travel by a common carrier. POV transportation is reimbursed at the lesser of prevailing GSA mileage reimbursement rate plus related tolls and parking or the constructive cost of common-carrier travel. **Please contact CRP Travel Accounting Staff ([CRPTravelAcct@nas.edu](mailto:CRPTravelAcct@nas.edu)) to determine your maximum transportation reimbursement.**

## HOTEL RESERVATIONS

### Fairfield Inn & Suites

500 H Street NW, Washington, DC 20001

- Please complete and return the **Meeting Response Form** by **February 26, 2026**.
- Please indicate dates of arrival and departure and any special requests. Complete and return the form even if you will be paying individually for lodging.
- After **February 26, 2026**, the room block will be released, and we will not be able to guarantee you a room or to pay for it directly.
- Hotel room charges will be direct billed to ACRP, but you will be responsible for incidentals and may request reimbursement, as allowable, on your TER.
- If you choose to make your own reservation, ACRP will reimburse lodging expenses and taxes within limits based on Federal per diem and for the allowable travel period—one day before/after the meeting.
- **Contact your Travel Specialist for *any* changes to existing reservations; Please do not contact the hotel directly.**