

ARDEO User Group Travel Policy

We are excited for you to join us this year for the Ardeo User Group. Your health and safety are our top priority, so we have made some adjustments to the program. Please find below the guidelines around travel for the meeting along with commonly asked questions.

- **Airfare** – Ardeo will book flights for attendees. You will receive an email from our corporate travel agency Egencia to help with booking your flights.
- **If driving (instead of flying):** Ardeo will reimburse up to \$300 toward eligible driving costs with receipts (including but not limited to mileage or vehicle rental, fuel, parking). Please let us know as soon as possible if planning to drive so we can plan accordingly, or if you have questions about what is eligible for reimbursement.
- **Lodging** - Lodging will be provided courtesy of Ardeo for February 23rd and 24th , 2022. Additional nights, should you wish to extend your stay, are at the individual's responsibility. If you are interested in extending your hotel reservation, please let Stefanie know by 2/1/2022.
- **Meals/Activity provided by Ardeo** - So that you can plan accordingly to join us for meals, the following meals are being planned for you:
 - Wednesday - Dinner will be reimbursed up to \$30. There will be an optional group dinner for all guests that arrive earlier in the day.
 - Thursday – Breakfast and Lunch will be provided. Dinner will be a group dinner. If you prefer a boxed dinner or reimbursement up to \$30, please let Stefanie know.
 - Friday – Breakfast provided. Lunch will be reimbursed up to \$30 so guests can get an early start to their travel.
- **Transportation via Uber between the airport and Hotel** will be provided by Ardeo. You will receive an Uber voucher that will cover your ride to/from hotel and airport.
- **Expenses not covered:** baggage fees, any meals outside of those provided as mentioned above.
- **Expense Forms** – Expense report form will be shared with the attendees after the event concludes. Completed forms and supporting itemized receipts should be submitted to Events@ardeoeducation.org by March 15th, 2022.
- **Questions** - For any questions on this policy or other travel related questions, please don't hesitate to contact us. We want to ensure that your travel is as easy as possible, and you are well accommodated. We look forward to seeing you at the upcoming User Group.



Frequently Asked Questions

Question: Is this invitation open to anyone else on campus?

Answer: This invitation has been personally reserved for you and is not transferable to others on your campus. If you are able to join us, but would like to bring a second person from your campus (ie. Director of Admissions or Director of Financial Aid) at your own cost, you may contact events@ardeoeducation.org for additional information.

Question: What happens if someone gets sick during the meeting?

Answer: If you start to feel sick or notice any unexpected COVID-like symptoms at any point during or prior to the event, please notify an Ardeo staff member immediately. We will follow CDC protocols for handling the illness, which may include isolation and assistance with testing, contact tracing, and required communication.

Question: When should I plan on arriving/departing?

Answer: Attendees are strongly encouraged to arrive in the morning on Wednesday, February 23rd, 2022. The meeting will begin on Thursday morning with breakfast provided. Attendees should depart no earlier than 12:00pm on Friday February 25th.

Question: What am I committing to if I attend?

Answer: Attendees are encouraged to attend all programming elements within the event dates and all evening networking events. We promise to make it worth it!

Question: Will there be transportation to/from the airport?

Answer: Uber voucher will be available to and from the airport during the event. The link to access your voucher will be sent the week before the event.

Question: May I bring a guest?

Answer: Yes! We ask that if you do bring a guest, you still attend the meetings and events that have been planned for the User Group. However, your guest will not be able to join you for meetings and events. Let us know if you need help coordinating travel if traveling with a guest.

Question: May I arrive early or extend my stay?

Answer: Yes, If you are interested in extending your stay outside of the program dates, please request those dates and rates with Events@ardeoeducation.org. It is important to note, reservations made outside of the room block are available on a first-come, first-served basis and will not be billed complimentary.

Question: What is the recommended attire?

Answer: Business Casual attire is recommended for daytime program events. We recommend packing layers as indoor/outdoor temperatures and individual comfort may vary.

Question: Will I need to present a personal or corporate credit card at the time of check-in for incidentals?

Answer: Yes. All attendees staying at the hotel are required to present a personal credit card at the time of check-in. A hold will be applied to your card on file when checking in, to cover any incidentals or extended stay nights.

Still have questions? Contact Events@ardeoeducation.org

