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# CHAPTER LEADERS GUIDE - VERSION 3 - 17 SEPTEMBER 2024

## PURPOSE

The purpose of this guide is to inform Chapter Presidents (or chapter representatives) and the Chapter's Annual Meeting Point of Contact with the events and administrative requirements of the Annual Meeting. **This guide WILL NOT replace the series of email notifications sent to chapters dealing with specific aspects of the Annual Meeting.**

To ensure efficient and accurate communication between National Headquarters and its Chapters in preparation for the Annual Meeting, chapters are asked to appoint one of their chapter officers as the Annual Meeting POC. If there is any conflict between information in this guide and website below, the website contains the most current information. If necessary, we will also use e-mail to notify chapters of changes.

<https://www.USA.org/2024-annual-meeting-chapter-information>

## CHAPTER PRESIDENT ATTENDANCE

AUSA National will subsidize attendance for Chapter Presidents at the Annual Meeting. The following special instructions pertain to the housing, travel, and chapter leader reimbursement (by the Chapter Treasurer). If it is not possible for the Chapter President to attend, another officer from the chapter may attend in lieu of the Chapter President, but that person should be an officer in the chapter's succession plan to become Chapter President.

### **NEW** Annual Meeting Subsidy Program

Each chapter president/representative will be provided a subsidy memorandum letter (*Subject: Association of the United States Army (AUSA) Annual Meeting Subsidy Program*), this letter must be signed and returned to Chapter Support [chaptersupport@USA.org](mailto:chaptersupport@USA.org) no later than 30 September 2024.

This memorandum outlines the process AUSA will use to provide AUSA Chapters with resources to assist the Chapters with reimbursing their President/Representative Leader's for expenses incurred as part of attending 2024 Annual Meeting Activities. This policy applies to AUSA Chapter President/Representative Leader attendees only. Please review and refer to the Chapter Leaders Guide for the 2024 Annual Meeting Travel and Expense Reporting Guidelines.

All Chapters that have a president/representative attending the 2024 Annual Meeting, will receive a subsidy via electronic funds transfer (EFT) in the chapter bank account intended to subsidize the out-of-pocket expenses incurred by the chapter leader. The subsidy is based on the number of approved onsite days and includes a flat rate for transportation and meals that are not already provided by AUSA during the annual meeting.

It is the chapter treasurer's (or reviewer) and attendees' responsibility to work together and gather all vouchers and receipts to reimburse for travel expenses. The chapter treasurer (or reviewer) must receive receipts for all expenses they are going to reimburse. The reimbursement from the chapter should not exceed the amount spent by the attendee for travel and should keep

receipts for all expenses before making the reimbursement. The subsidy amount payment is to assist the chapter with making the reimbursement. The chapter treasurer and attendee need to go through all process mentioned in AUSA's travel guidelines outlined in the 2024 Annual Meeting Travel and Expense Reporting Guidelines section of this document.

All chapter presidents/representatives participating in the 2024 Annual Meeting, will receive a subsidy via electronic funds transfer (EFT) in the chapter bank account intended to subsidize the out-of-pocket expenses incurred by the chapter leader. The subsidy is based on the number of approved onsite days and includes a flat rate for transportation and meals that are not already provided by AUSA during the annual meeting.

The annual meeting chapter president/representative must claim their reimbursement from their chapter bank account. Reimbursement guidelines need to be reviewed by you and your chapter treasurer. It is important that the Chapters continue to follow AUSA travel guidelines when reimbursing chapter leaders from AUSA funds. Chapter reimbursements should be approved by an independent officer (i.e., an officer that is not receiving the reimbursement). **All receipts should be reviewed and documented as proof of expense. The reimbursement should be the exact costs incurred, rather than a flat amount. If a chapter leader were to receive a reimbursement that exceeded the amount spent, it would be considered taxable income.** The AUSA HQ's Finance Department may ask for proof of expense during the Annual Financial Review to ensure compliance.

## Travel

### Arrival Date & Time.

Region Presidents are conducting regional breakout sessions on **Sunday, 13 October beginning at 1300; hours may vary by region, please consult with your Region President about the timeframe for your region group meeting.** All Chapter Presidents should plan their travel to arrive in time for this session. Dress is casual.

### Reimbursement Rates.

Chapters within a 400-mile actual driving distance of Washington D.C. will be reimbursed at the IRS rate of **\$0.67 cents/mile** with no overnight stays enroute. Chapters outside the 400-mile actual driving distance will be reimbursed up to the least cost of a ticket early August from the nearest airport.

**Chapter Presidents will make their own travel arrangements.** If the Chapter President is outside the 400-mile actual driving distance and elects to drive, the reimbursement will be the lesser of the mileage or airline fare. Likewise, if the Chapter President is inside the 400-mile actual driving distance and decides to fly, the reimbursement will be the lesser of the mileage or airline fare.

Chapters in the Eastern Corridor are encouraged to take Amtrak to not incur parking costs. For example, if you are 400 miles away, it is **\$0.67 cents/mile** for your round-trip reimbursement for driving. This would be the maximum that we could reimburse for a flight.

We will publish the rates in August. Travel to the airport, parking, and baggage fees (one piece of checked luggage roundtrip) will be included in the subsidy payment amount. This list will also



include the airport that we will reimburse your travel from, if this varies from our estimate, please let us know ASAP.

Please check the price of the ticket with us if the amount is greater than 10% over the published cost. Also, it is AUSA's standard to use non-refundable coach or economy fares to obtain the lowest logical fare available. Class of service upgrades (e.g. First Class, Business class, Economy Plus, Et al.) at the expense of AUSA are not permitted. When filing your travel voucher, you must have a receipt for the airline tickets purchase showing the following: your name, seat assignment, itinerary, cabin, fees, and costs; we cannot take a bank statement.

## Hotel Reservation

AUSA National will reserve 1 room for each Chapter President (or representative) at the **Courtyard by Marriott Washington Downtown/Convention Center** (901 L St NW, Washington, DC 20001) or at the **Grand Hyatt Washington** (1000 H St NW, Washington, DC 20001) and pay for the hotel on the AUSA master account. **AUSA will be able to cover the cost of the room for Saturday night through Wednesday night (accommodating a Thursday morning departure).** Once your request has been received and approved by AUSA, you will receive an email confirmation within 7 business days. **Chapter Presidents must stay at their assigned hotel and may not request reimbursement for accommodations confirmed elsewhere.**

## Meals

Chapter Presidents will receive a complimentary event ticket for the Chapter Presidents Dinner on Sunday and a continental breakfast during Chapter Presidents and Delegates Workshop on Tuesday. There will be no other subsidy payment for this meal.

**Other meals will be included in the subsidy payment up to \$25/meal and an itemized receipt is required as proof of expense regardless of the actual amount claimed for reimbursement through your chapter.** You may apply \$25 toward the cost of event tickets such as the Eisenhower Luncheon and/or George C. Marshall Dinner in place of reimbursement for a meal.

## Attendance

In consideration of subsidizing attendance at the Annual Meeting, Chapter Presidents (or the representative attending in their place) are **required to attend:**

- ✓ Region Presidents Breakout Sessions (Sunday)
- ✓ Chapter Awards Presentation (Sunday)
- ✓ Chapter Presidents Dinner (Sunday)
- ✓ Chapter Presidents and Delegates Workshop (Tuesday)
- ✓ Region Breakfasts (if departing late Wednesday / early Thursday)

## 2024 Annual Meeting Travel and Expense Reporting Guidelines

The following guidelines are designed to assist Chapter Leadership Presidents or chapter representatives protect AUSA's assets and provide clear travel and expense reporting standards during the duration of the 2024 Annual Meeting. This policy emulates some of AUSA's own employee travel policy, but not in its entirety as this policy has been modified for volunteer chapter leader attending 2024 Annual Meeting.

**Chapters must follow strict guidelines to ensure that chapter are receiving proof of expenses**

**and reimbursing for no more than the expenses incurred. Any reimbursement over the amount of expenses will be considered taxable income to the chapter leader receiving the reimbursement.**

### **7.1 Expense Reporting**

Completion and Submission Timing for Expenses. Receipts should be submitted to your Chapter Treasurer. All receipts must include the name of the vendor, location, date and dollar amount. Charges for travel must include the purpose of the trip, destination, date of travel, seat classification along with total fare charged. Charges for hotel must include the itemized hotel folio (bill). Cash and card expenses without a receipt for verification require written approval by an independent chapter leader (highest ranking chapter leader that is not the person requesting the reimbursement prior to submitting) to your Chapter Treasurer.

**Reimbursements should be submitted as soon as possible to your chapter treasurer.**

Expensing Meals by Category. Each meal (breakfast, lunch, and dinner) must be accounted for separately.

**Enforcement of Policy.**

AUSA retains the right to change any provisions of this policy, at any time, at its discretion. AUSA assumes no obligation to reimburse attendees or otherwise pay for expenses that are not in compliance with this policy. Attendees who do not comply with this policy may be subject to: delay or withholding of reimbursement.

**Meals Provided by AUSA.**

AUSA will be providing the below meals, therefore they are not included in the chapter subsidy payment:

- Dinner (Chapter Presidents Reception) on Sunday, 13 October
- Continental Breakfast (Chapter Presidents & Delegates Workshop) on Tuesday, 15 October

**Overnight Travel for Attendees.**

Overnight hotel accommodations for those attendees who choose to drive outside the 400-mile Walter E. Washington Convention Center (801 Mount Vernon Place NW, Washington, DC 20001) radius are not reimbursable. Please contact Chapter Support at [chaptersupport@ausa.org](mailto:chaptersupport@ausa.org) with any questions about this policy.

Travel expenses are subject to examination by state and federal tax and revenue authorities, including the Internal Revenue Service (IRS). To the extent that such expenses are found to have been lavish or extravagant in nature, not to have been properly accounted for, or otherwise not conforming to the IRS guidelines, such expenses could be considered “compensation” to attendees, and therefore taxable to the attendee.

**Travel Arrangements.** AUSA will make travel arrangement directly, when possible. If the attendee lives more than 400 miles from the Walter E. Washington Convention Center (801 Mount Vernon Place NW, Washington, DC 20001), reimbursement is limited to the cost of airfare provide by our travel agent.

**Travel Insurance.**

AUSA does not provide expenses for additional travel insurance coverage.

**Class of Service.**

It is AUSA’s standard to use non-refundable coach or economy fares to obtain the lowest logical fare available. Travelers are encouraged to explore a variety of resources to minimize trip expenses.

**Class of Service Upgrades.**

Upgrades at the expense of AUSA are not permitted. Upgrades are allowed at the attendee’s personal expense; additional expense incurred for an upgrade may be charged to the attendee’s personal credit card at the time of purchase. Frequent flyer miles may be used for upgrades if no additional expense to AUSA is incurred. First Class, economy plus, and other upgrades at the expense of the AUSA are not permitted.

**Overnight Travel for Attendees:** Overnight hotel accommodations for those attendees who



choose to drive outside the 400-mile Arlington, VA radius are not reimbursable. Please contact Chapter Support at [chaptersupport@ausa.org](mailto:chaptersupport@ausa.org) with any questions about this policy.

**Enforcement of Policy.** AUSA retains the right to change any provisions of this policy, at any time, at its discretion. AUSA assumes no obligation to reimburse attendees or otherwise pay for expenses that are not in compliance with this policy. Attendees who do not comply with this policy may be subject to: delay or withholding of reimbursement.

Travel expenses are subject to examination by state and federal tax and revenue authorities, including the Internal Revenue Service (IRS). To the extent that such expenses are found to have been lavish or extravagant in nature, not to have been properly accounted for, or otherwise not conforming to the IRS guidelines, such expenses could be considered “compensation” to attendees, and therefore taxable to the attendee.

## **7.2 Meals**

**Personal Meal Expense.** Personal meals are defined as meal expenses incurred by the attendee when dining out while attending annual meeting. Attendees must expense personal meals according to actual and reasonable cost.

Good judgment should be used always regarding costs incurred for personal meals. Attendees are entitled to three meals per day, unless meals are provided. Itemized receipts for expenses are required as proof of expenses.

## **7.3 Lodging**

AUSA National will reserve 1 room for each Chapter President (or representative) at the **Courtyard by Marriott Washington Downtown/Convention Center** (901 L St NW, Washington, DC 20001) or at the **Grand Hyatt Washington** (1000 H St NW, Washington, DC 20001) and pay for the hotel on the AUSA master account. **AUSA will be able to cover the cost of the room for Saturday night through Wednesday night (accommodating a Thursday morning departure).** Once your request has been received and approved by AUSA, you will receive an email confirmation within 7 business days. **Chapter Presidents must stay at their assigned hotel and may not request reimbursement for accommodations confirmed elsewhere.**

**Room Guarantee.** If the room is booked through the AUSA master account, it is the attendee’s responsibility to confirm that the arrival and departure dates are correct when they receive the confirmation, and to notify the AUSA if arrangements change as soon as possible. A card is required at the hotel check-in for incidentals.

**Tipping.** Housekeeping and bell hops tips will not be reimbursed to attendees.

**Lodging in a Private Residence.** Attendees must stay at their assigned hotel and may not request reimbursement for accommodations confirmed elsewhere.

## **7.4 Ground Transportation**

AUSA has arranged for Chapter Presidents to stay at the Courtyard by Marriott Washington Downtown/ Convention Center (a hotel which directly borders the Convention Center) and Grand Hyatt Washington, DC. AUSA will not reimburse transportation (taxi, Uber, Metro, Et al.) taken between the hotel and Convention Center if you opt to stay in another hotel (at your own expense).

We'll include a transportation amount in your subsidy payment for travel between: your home and your local transportation hub (airport, train station, bus terminal) on travel days; your arrival transportation hub (airport, train station, bus terminal) in DC and your hotel on travel days.

**Shuttle/Taxi.** The most cost-effective option for ground transportation should be pursued. Hotel or airport shuttle service should be considered the first means of transportation to/from an airport, as such transportation typically is the most cost effective. Transportation by Taxi, "Uber" or other ride- share companies, or by subway or other mass-transit systems, may also be an acceptable ground transportation method under certain circumstances, but is not a required method.

**Car Service (Limousine and Sedan Service).** Car service can be used only if other means of transportation (taxi/shuttle) are more expensive. A proof of the cost comparison for the means transportation is required if the attendee opts to use a car service. Please send your proof to Chapter Support at [chaptersupport@ausa.org](mailto:chaptersupport@ausa.org)

### **Taxi Tipping.**

Tips for taxi service should not exceed 20%. Tips should be included with the credit card transaction. Attendees who use ride-sharing services (such as Uber, Lyft) will not be reimbursed for a cash tip paid to the driver if a tip is already included in the fare charged to their credit card.

### **Rental Cars.**

Car rentals are not permitted at the expense of AUSA and are not reimbursable.

**Insurance Requirements.** Attendees who rent or use their personal vehicles for training are required to carry adequate limits of liability, according to applicable State law where the attendee resides. Travelers can select the additional Collision Damage Waiver (CDW/LDW) option, or similar provision offered by the auto rental company at their own expense.

**Reimbursement for Personal Vehicle Usage.** Attendees traveling by personal automobile to Washington, D.C. will be reimbursed on a "per mile" rate established and published each year by the IRS, if within 400-miles radius of the Walter E. Washington Convention Center (801 Mount Vernon Place NW, Washington, DC 20001). This rate includes all gas charges. Attendees driving to Washington, D.C. will be provided a flat fee for parking.

**If outside of 400-miles they will be provided up to the equivalent of airfare from their home, parking and mileage will not be covered.**

If the travel expense (air/train fare, baggage fees, or other means of transportation) is less; the less expensive mode of travel should be used. If an attendee chooses to drive a personal car, he

or she will be reimbursed only for actual miles driven round trip. Mileage to and from an attendee's home to Walter E. Washington Convention Center (801 Mount Vernon Place NW, Washington, DC 20001), if not staying in the selected hotel, is considered commuting expense under IRS guidelines.

### **7.5 Telephone and Internet Usage**

**Cell Phones.** Attendees should plan so they do not incur excessive roaming charges while traveling, especially while traveling from internationally. Attendees without a cell phone will be not reimbursed for calls made on paid calling devices (pay phones, phone cards, etc.). AUSA will not reimburse attendees for the cost of a personal cell phone, even if it is used for business purposes.

**Internet.** Wireless Internet hotspots/Wi-Fi; and Internet connections are not reimbursable. Please use the hotel's complimentary public Wi-Fi during the duration of your stay.

## Airline Rates (August 2024)

For questions about the published rates below, please contact Chapter Support at [chaptersupport@ausa.org](mailto:chaptersupport@ausa.org)

AIRPORT	ROUNDTRIP ESTIMATE
Albany International Airport (ALB)	\$586.00
Albuquerque (ABQ)	\$479.00
Alexandria (AEX)	\$578.00
Anchorage (ANC)	\$880.00
Athens (ATH)	\$1,037.00
Atlanta (ATL)	\$880.00
Augusta (AGS)	\$901.00
Augusta (AUG)	\$608.00
Austin (AUS)	\$898.00
Bishop International Airport (FNT)	\$600.00
Blue Grass Airport (LEX)	\$456.00
Boise (BOI)	\$588.00
Boston (BOS)	\$274.50
Bristol (TRI)	\$567.00
Brussels (BRU)	\$1,752.00
Buffalo Niagara International Airport (BUF)	\$350.00
Burlington (BTV)	\$493.00
Charleston (CHS)	\$398.00
Chicago (ORD)	\$268.00
Cincinnati (CVG)	\$348.00
Cleveland (CLE)	\$320.00
Colorado Springs (COS)	\$781.00
Columbia (CAE)	\$642.00
Columbus (CMH)	\$314.00
Dallas (DFW)	\$432.00
Denver (DEN)	\$541.00
Des Moines (DSM)	\$570.00
Detroit (DTW)	\$614.00
Detroit Metro Airport (DTW)	\$331.00
Dothan Regional Airport (DHN)	\$1,267.00
Dubai (DWC)	\$1,365.00
El Paso (ELP)	\$782.00
Fairbanks (FAI)	\$812.00
Frankfurt (FRA)	\$1,940.67
Fresno (FAT)	\$680.00

Guam (GUM)	\$4,546.00
Gulfport-Biloxi International Airport (GPT)	\$901.00
Harrisburg International Airport (MDT)	\$466.00
Hartford (BDL)	\$296.00
Honolulu (HNL)	\$1,227.00
Houston (IAH)	\$578.00
Huntington (HTS)	\$530.00
Huntsville (HSV)	\$837.00
Incheon (ICN)	\$2,388.00
Indianapolis (IND)	\$611.00
Jackson (JAN)	\$688.00
Jacksonville (JAX)	\$838.00
James M. Cox Dayton International Airport (DAY)	\$249.00
Kansas City (MCI)	\$437.00
Knox County (RKD)	\$693.00
Kuwait City (KWI)	\$1,990.00
Lansing (LAN)	\$668.00
Las Vegas (LAS)	\$720.50
Lawton-Fort Sill Regional Airport (LAW)	\$790.00
Little Rock (LIT)	\$435.00
Los Angeles (LAX)	\$607.00
Lexington (LEX)	\$408.00
Louisville (SDF)	\$377.00
Louisville International (SDF)	\$367.00
Madison (MSN)	\$426.00
Manchester (MHT)	\$511.00
Melbourne International Airport (MEL)	\$831.00
Miami (MIA)	\$718.00
Milwaukee (MKE)	\$405.00
Minneapolis (MSP)	\$473.00
Moline (MLI)	\$607.00
Nashville (BNA)	\$722.00
New Orleans (MSY)	\$334.00
New York (JFK)	\$332.00
Newark (EWR)	\$371.50
Oakland (OAK)	\$1,002.50
Oklahoma City (OKC)	\$456.00
Orlando (MCO)	\$542.00
Orlando International Airport (MCO)	\$272.00
Panama City (PTY)	\$577.00
Philadelphia (PHL)	\$437.00
Phoenix (PHX)	\$559.50

Pittsburgh (PIT)	\$343.00
Portland (PDX)	\$688.00
Providence (PVD)	\$380.00
Reno (RNO)	\$1,049.00
Rome (FCO)	\$1,186.00
Sacramento (SMF)	\$541.00
Salt Lake City (SLC)	\$1,116.00
San Antonio (SAT)	\$528.00
San Diego (SAN)	\$536.00
San Francisco (SFO)	\$565.00
San Jose (SJC)	\$647.00
San Juan (SJU)	\$419.00
San Luis Obispo (SBP)	\$906.00
Savannah (SAV)	\$735.00
Seattle (SEA)	\$440.00
Spokane (GEG)	\$797.00
St Louis (STL)	\$372.00
Stuttgart (STR)	\$926.00
Syracuse (SYR)	\$279.00
Tallahassee Regional Airport (TLH)	\$991.00
Tampa (TPA)	\$828.00
Tokyo (NRT)	\$1,923.00
Tucson (TUS)	\$607.00
Watertown (ART)	\$287.00



## APPENDIX A

Allowable/Non-allowable expenses (these guidelines are extracted from AUSA's employee policy and not all provisions are applicable for Chapter Leadership training; the intent in providing this list is to give general, common-sense direction. If you have any questions about applicability, please contact the Director of Chapter Support):

In general, AUSA's policies, with respect to business expenses, strive to be consistent with the guidelines contained in the *Internal Revenue Service (IRS) Publication 463* (Travel, Entertainment, Gift, and Car Expenses), Tax Topic 511 (Business Travel Expenses), and 512 (Business Entertainment Expenses). For further details, please download the respective publications from the IRS web site.

### **Allowable Expenses Included in Subsidy Payment Amount (will vary by attendee)**

- Airfare (if travelling by air);
- Airline baggage fees (if travelling by air);
- Parking at airport (if travelling by air);
- Train fare, taxis, rideshare services;
- IRS mileage rate (if driving);
- Meals while on travel days;

### **Non-allowable expenses**

- Airfare upgrades;
- Airline club membership dues;
- Airport lounge fees;
- Alcohol beverages;
- Barber Shop/beauty salon;
- Clothing and other personal items;
- Damage to a Student's vehicle while on AUSA business;
- Expenses for travel companions/family members/pets;
- Fines for traffic violations and parking tickets;
- Health clubs and sports facilities (unless it is part of the hotel fee);
- In-flight telephone charges;
- Insurance: Optional travel (ticket), baggage, life, personal property, personal accident, or additional Collision Damage Waiver (CDW/LDW) on rental vehicles;
- Late fees or finance charges;
- Laundry/valet services for trips under 7 days;
- Loss of cash advance money, company paid airline tickets, personal funds;
- Loss of personal property - luggage, clothes, jewelry, laptops, electronics, and cell phones, etc;
- Luggage and briefcases;
- Medical expenses; medications;
- Mini-bar refreshments;
- Movies (including in-flight and hotel in-house movies);
- Newspapers, books and magazines (unless business related);
- No-show charges for hotel or car service that the attendee has booked on their own or through an AUSA meeting planner;
- Personal entertainment, including sports events and sightseeing tours;
- Personal postage costs, postcards;
- Personal property repairs or maintenance;
- Pro-shop and gift shop items (e.g., gum, candy or tobacco products) except food and beverage items that are substituting for a meal;
- Rental cars;
- Shoeshine;
- Spa Services (massages, facials, etc.);
- Transportation between a Student's home and place of business or local event if parking is provided; and
- Transportation tickets upgrades (unless one of the previously mentioned exceptions apply).

## HOUSING

### Chapter Housing Options

#### Chapter President Hotel Reservation (Deadline 9 August)

If you are a Chapter President/Representative, please complete the online form. The Courtyard Washington Downtown/Convention Center and the Grand Hyatt Washington, DC are the official hotels for the AUSA Chapter Presidents attending the Annual Meeting. AUSA is holding a limited number of rooms at each hotel and availability will be on a first-come, first-served basis.

#### Special Housing Options for Best Chapters

Best Chapters will be announced in August. Chapters who qualify for Best Chapter will be eligible to book hotel rooms at the Marriott Marquis. The Chapter will be required to cover the cost of these rooms. Chapter Support have reach out to notify the qualifying Chapters and provide them with the special housing link for requesting these rooms.

### Hotel Reservations through CMR

For Chapter's needing additional housing they can contact Convention Management Resources (CMR) to request a room [https://meetings.ausa.org/annual/2024/hotel\\_travel.cfm](https://meetings.ausa.org/annual/2024/hotel_travel.cfm).

#### CMR Customer Contact Center

U.S. and Canada: 855.971.2295

International: +1 202.831.0980

Secure Fax: +1 415.216.2546

For additional questions regarding Housing at AUSA's Annual Meeting please contact:

**Amber Wojtyna at [awojtyna@ausa.org](mailto:awojtyna@ausa.org).**

## REGISTRATION

Everyone attending the Annual Meeting must have an authorized badge (as described below). Tickets are required for any event described in the [Tickets](#) portion below. Chapters who have the electronic capability are required to register on-line for this years' Annual Meeting.

If you would like to register or purchase tickets individually for yourself (including industry groups, family and/or friends), then please register online at the [AUSA Annual Meeting Website](#). If you have any questions about the registration process, you can email your questions to Chapter Support at [chaptersupport@ausa.org](mailto:chaptersupport@ausa.org).

As a private association, AUSA reserves the right to deny admission or to cancel any registration without explanation. Registrants at AM 2024 should have an "identifiable relationship" with AUSA. A government-issued, photo ID (e.g., driver's license, CAC, military dependent ID, passport) will be required for all who attend the AM 2024. The following are examples of acceptable demonstrations of such a relationship:

- AUSA Membership
- Any member of the US Armed Forces or their immediate family
- Employee of an exhibiting company
- Employee of an AUSA National Partner or Community Partner
- Civilian or contracted employee of the Federal Government
- Media with press credentials
- Member of a designated U.S. military or veteran association
- Member of the military forces of foreign nations, or civilian embassy employee
- Military Cadet (service academies or JROTC, ROTC, OCS)
- Member of a Federal, State, Tribal or municipal law enforcement agency, a firefighter, or an EMT/EMS

### Chapter Registration POC

Chapters ordering tickets as a group must appoint ONE individual (POC) and an alternate to be responsible for receipt and distribution of ALL function tickets and name badges. This is needed to eliminate duplicate orders. Name and phone number of the POC should appear on the registration form. **No tickets are mailed in advance.**

## Annual Meeting Registration Hours

DAY	DATE	TIME	LOCATION
Friday	11-Oct-24	0800 – 1700	<b>East Salon</b> <ul style="list-style-type: none"> <li>· Onsite registration</li> <li>· Tickets for the Eisenhower Lunch/Marshall Dinner</li> <li>· Badge/ticket pickup</li> </ul>
Saturday	12-Oct-24	0800 – 1700	<b>East Salon</b> <ul style="list-style-type: none"> <li>· Onsite registration</li> <li>· Tickets for the Eisenhower Lunch/Marshall Dinner</li> <li>· Badge/ticket pickup</li> </ul>
Sunday	13-Oct-24	0800 – 1800	<b>East Salon</b> <ul style="list-style-type: none"> <li>· Onsite registration</li> <li>· Tickets for the Eisenhower Lunch/Marshall Dinner</li> <li>· Badge/ticket pickup</li> </ul>
Sunday	13 Oct 24	0800 – 1800	<b>Pre-registered badge/ticket pickup only</b> <ul style="list-style-type: none"> <li>· West Salon</li> </ul>
Sunday	13-Oct-24	1200 – 2200	<b>Pre-registered badge/ticket pickup only</b> <ul style="list-style-type: none"> <li>· Grand Hyatt</li> <li>· Westin (9<sup>th</sup> Street)</li> <li>· Marriott Marquis</li> <li>· Residence Inn</li> </ul>
Monday	14-Oct-24	0630 – 1830	<b>East Salon</b> <ul style="list-style-type: none"> <li>· Onsite registration</li> <li>· Tickets for the Eisenhower Lunch/Marshall Dinner</li> <li>· Badge/ticket pickup</li> </ul>
Monday	14-Oct-24	0630 – 1100	<b>Pre-registered badge/ticket pickup only</b> <ul style="list-style-type: none"> <li>· West Salon</li> <li>· North Building near room 147</li> <li>· Ballroom Level</li> <li>· Entrance of Halls D&amp;E</li> <li>· Concourse Level at Hall A</li> <li>· Grand Hyatt</li> <li>· Westin (9<sup>th</sup> Street)</li> <li>· Marriott Marquis</li> <li>· Residence Inn</li> </ul>
Tuesday	15-Oct-24	0700 – 1700*	<b>East Salon</b> <ul style="list-style-type: none"> <li>· Onsite registration</li> <li>· Tickets for the Eisenhower Lunch*/Marshall Dinner</li> <li>· Badge/ticket pickup</li> </ul> <p><i>*Unclaimed Eisenhower Lunch tickets will be available outside of the ballroom from 1215 – 1230.</i></p>
Wednesday	16-Oct-24	0800 – 1700*	<b>East Salon</b> <ul style="list-style-type: none"> <li>· Onsite registration</li> <li>· Tickets for the Marshall Dinner</li> <li>· Badge/ticket pickup</li> </ul> <p><i>*Unclaimed Marshall Dinner tickets will be available outside of the ballroom from 1700 – 1830.</i></p>

All POC's picking up registration packets will be required to identify themselves with a U.S. government issued ID card and sign a security statement. Chapters are responsible for distributing all badges and tickets ordered through them to the individual member. Please advise your members of the arrangements the chapter has made to distribute tickets.

Individual members who do not order tickets through the chapter must register online at the **AUSA Annual Meeting Website**. Individual members and Community Partners (when registering and purchasing tickets on their own and not through the chapter) will pick-up their badges and tickets at the East Registration area in the Convention Center under Chapter Ticket Pick-Up. Photo ID is required.

## **Badges & Security**

An authorized identification badge is required to be worn by all attendees during the Meeting. In most cases this will be the 2024 AUSA Annual Meeting Badge prepared by AUSA National and distributed to the Chapter POC or individual at the Registration area.

## **Tickets**

Events are either "**Open**" (badge only required -- Opening Ceremony, access to the exhibit floor, Education & Programs forums, Family forums, etc.); "**By Invitation**" (tickets provided at no cost); or "**Ticketed**" (tickets purchased). Ticketing is separate from the badging process and applies to only the latter two types of events.

## **Ticket Deadline**

Completed Chapter Ticket Request forms and full payment must be received at National **NLT Friday, 9 September 2024**. Ticket requests are filled on a first come, first served basis.

## **Ticket Payment**

Ticket orders must be accompanied with full payment by credit card. Multiple credit cards for one ticket order will not be accepted.

## **Ticket Refunds**

To receive refunds for ticket purchases, cancellations must be made in e-mail writing and must be received by Chapter Support **NLT Friday, 9 September 2024**. Cancellations made after that date will be refunded ONLY IF TICKET(S) ARE RESOLD.

### **Who to Include in Your Ticket Request**

Include all those who will sit with your Chapter delegation at the Eisenhower Luncheon and/or Marshall Dinner. (All other events are open seating except for award recipients.) If you have a region officer (other than a Region President) within your Chapter area, his/her ticket request should be submitted through the Chapter to ensure seating with the Chapter delegation.

Region Presidents and their spouses **ARE NOT** to be included on your Chapter's registration form. Region Presidents are considered VIPs and will receive invitations to attend some of the events at the Annual Meeting. These invitations will be emailed by the Operations Center in late August and the VIP should RSVP to the invite if they plan on attending.

If your chapter desires to have a VIP seated at your table, please confirm with Angelina Flores at [aflores@ausa.org](mailto:aflores@ausa.org). We will coordinate with the Operations Center on the table assignment. Prior to submitting a request for seating of currently serving VIPs, please contact the Chapter Support office at National Headquarters (Angelina Flores at [aflores@ausa.org](mailto:aflores@ausa.org)) to ensure we understand and honor your request.

If the VIP accepts an invitation, the tickets are non-transferable. A copy of the Widely-Attended Gathering determination letter will be distributed upon receipt at AUSA National.

### **Ticket & Badge Verification**

Late September Chapter Support will send each chapter an email showing the number of tickets purchased/ordered, number of badges requested, and who will be accepting any awards at each of the events. This will serve as a double check that all changes have been captured. Chapters will verify that this information is correct or notify Chapter Support of discrepancies.

## **2024 Annual Meeting Events**

**Sunday, 13 October 2024**

### **REGION PRESIDENTS BREAKOUT SESSIONS (BY INVITATION)**

**Date:** Sunday, 13 October 2024 | 1300 - 1600

**Location:** Marriott Marquis

**Attire:** Casual

### **CHAPTER AWARDS PRESENTATION (BY INVITATION)**

**Date:** Sunday, 13 October 2024 | 1430 – 1530

**Location:** Marriott Marquis

**Attire:** Casual

### **CHAPTER PRESIDENTS DINNER (BY INVITATION)**

**Date:** Sunday, 13 October 2024 | 1700 – 1900

**Location:** Marriott Marquis

**Attire:** Casual



## Monday, 14 October 2024

### **MG ROBERT G. MOORHEAD GUARD AND RESERVE BREAKFAST**

**Date:** Monday, 14 October 2024 | 0700 – 0830

**Location:** Marriott Marquis (MM), Salons 1-5 (M2)

**Description:** AUSA's outstanding chapter efforts in support of Reserve Component Soldiers and families are recognized at this breakfast. The 2024 Walter T. Kerwin Readiness Award will be presented to the outstanding US Army National Guard and Reserve units.

**Ticket Required**

**Cost:** \$65.00 Members/\$85.00 Nonmembers

### **BEST SQUAD, NCO, AND SOLDIER OF THE YEAR LUNCHEON**

**Date:** Monday 14 October 2024 | 1230 – 1430

**Location:** Marriott Marquis, M2 Level, Salons 1-10

**Description:** The Best Squad will be announced as well as the NCO and Soldier of the Year and the Honorary SMA. There will be a limited number of tickets sold. This event will sell out!

Ticket Required

**Cost:** \$90 Member/\$100 Nonmember\*

### **ARMY CADET LUNCHEON**

**Date:** Monday 14 October 2024 | 1230 – 1430

**Location:** Marriott Marquis, Independence Ballroom AB

**Description:** This luncheon is limited to Senior ROTC/Military Academy cadets, Professors of Military Science and Cadre. Order only if the chapter is sponsoring cadets. There is no charge for this luncheon for the above. A limited number of tickets will be available for purchase.

**Attire:** ASU, or business attire

Ticket Required

**Cost:** \$0\*

### **AUSA PRESIDENT'S RECEPTION**

**Date:** Monday, 14 October 2024 | 1830 - 2015

**Location:** Ballroom, WEWCC

**Description:** Our opening night reception is one of our most popular events and will feature live entertainment. This is a great way to network, connect with old friends and meet new ones.

Ticket Required

**Cost:** \$85.00 Members/\$100 Nonmember\*

## Tuesday, 15 October 2024

### **DWIGHT DAVID EISENHOWER LUNCHEON**

This event has 10 seats per table.

**Date:** Tuesday, 15 October 2024 | 1230 – 1430

**Location:** Ballroom, WEWCC

**Description:** The Chief of Staff of the Army delivers a State of the Army address. This event will sell out!

Ticket Required

Cost: \$100 Members/\$120 Nonmembers\*

### **ARMY NATIONAL GUARD AND RESERVE RECEPTION**

**Date:** Tuesday, 15 October 2024 | 1730 - 1830

**Location:** 145AB

**Description:** Reception to honor the Reserve Components

Ticket Required

Cost: \$65 Members/\$85 Nonmembers\*

## Wednesday, 16 October 2024

### **AUSA REGION BREAKFASTS**

**Date:** Wednesday, 16 October 2024 | 0700-090

**Location:** Marriott Marquis

**Description:** AUSA's Region Breakfasts. Please consult with your Region President for additional details.

### **THE GEORGE CATLETT MARSHALL MEMORIAL AWARD RECEPTION AND DINNER**

This event has 8 seats per table.

**Date:** Wednesday, 16 October 2024 | 1830 - 2100

**Location:** Ballroom, WEWCC

**Description:** This black-tie dinner will symbolically recognize the George C. Marshall award recipient for 2024, The United States Army Noncommissioned Officer, for outstanding service to our Nation and Army.

Ticket Required

Cost: \$150 Members/\$175 Nonmembers\*

### **Invitations to National Congressional Delegations**

Chapters are encouraged to extend invitations to their congressional delegations to attend the professional sessions. Remember to include them when making reservations for any of the social activities requiring tickets. Please identify by name any Senators or Representatives who will attend and notify our Directorate of Government Affairs, Mark Haaland at

[mhaaland@ausa.org](mailto:mhaaland@ausa.org).

## OTHER INFORMATION

### Walter E. Washington Convention Center & DC Metro

The Walter E. Washington Convention Center is located on the Yellow and Green Metro Lines at the Mount Vernon Square & Convention Center stop. The Gallery Place & Chinatown stop on the Red, Yellow, and Green Metro Lines is three blocks from the Center. The Metro Center stop is four blocks from the Center, and is on the Red, Orange, and Blue Lines. [WMATA Color System Map](#).

### Parking

There is no parking at the Walter E. Washington Convention Center. There is limited public parking available in the area. If you are not staying within walking distance of the Walter E. Washington Convention Center, it is best to use public transportation to get there.

### Food and Beverage

Menus are available for the Walter E. Washington Convention Center, Marriott Marquis and the Renaissance Hotel by contacting Colleen Stembridge at [cstembridge@ausa.org](mailto:cstembridge@ausa.org).

### Americans with Disabilities Act

Please be advised that special needs of registrants under the Americans with Disabilities Act will be met to the extent possible. Please advise us at the time of your registration of any special needs which you anticipate regarding those persons you are registering. Individuals with special housing accommodations should make that known to CMR when booking rooms.

### AUSA Chapter and Region Events

If you want to have a reception, lunch, breakfast, or any event that takes place during a specific period of time during the Annual Meeting, AUSA has very limited space available at the Walter E. Washington Convention Center. [Click here to access the meeting space form](#). Please contact Colleen Stembridge at [cstembridge@ausa.org](mailto:cstembridge@ausa.org) for any questions about chapter events. There may be meeting space available at some of the hotels within the AUSA block.

Please contact Shelby Parish at [sparish@ausa.org](mailto:sparish@ausa.org) to inquire about meeting space at the Marriott Marquis or Renaissance Hotel or to get the contact information for that hotel's event manager.

If your chapter is hosting a hospitality room, please let Chapter Support at [chaptersupport@ausa.org](mailto:chaptersupport@ausa.org) know in August when, where, and whether it is open or by-invitation only. We publish a list of these events to give you maximum visibility.

### Army Ten Miler

The Army Ten Miler is run by the Military District of Washington. AUSA is the lead sponsor and has been a founding sponsor for more than 35 years. Chapters should contact the ATM Team directly with questions about the race and HOOAH Tents. Check the ATM web site [www.armytenmiler.com/](http://www.armytenmiler.com/) for current information on the race and be prepared to make your reservations as soon as registration opens. After the race closes out and all the HOOAH Tent space is gone there is little we can do to assist.

## AWARDS

### Award Recipient Tickets & RSVP

All chapter award recipients will have designated seating, check the assigned seating chart at the door for each event.

The following chapter awards are presented at the events listed:

EVENT (NOTES)	DATE	AWARD
Chapter Awards Presentation	Sunday, 13 Oct	<ul style="list-style-type: none"> <li>• Support to U.S. Army Recruiting Command</li> <li>• Support to Army Cadets</li> <li>• Community Partner Support</li> </ul>
Opening Ceremony (1, 2, 3)	Monday, 14 Oct	<ul style="list-style-type: none"> <li>• Best Chapter Banner</li> <li>• Best Overseas Chapter Banner</li> <li>• Largest Chapter at end of Operating Year</li> </ul>
Cadet Luncheon	Monday, 14 Oct	<ul style="list-style-type: none"> <li>• Best Community Enhancement Activities</li> <li>• Largest Company</li> <li>• Most Active Company</li> </ul>
Region Breakfasts (4)	Wednesday, 16 Oct	<ul style="list-style-type: none"> <li>• Best Chapter and Best Chapter Overseas Streamer</li> <li>• President's Club</li> <li>• Superior Chapter</li> <li>• Eagle Chapter</li> <li>• Largest Chapter</li> <li>• Merit Chapter</li> <li>• Special Awards</li> <li>• Family Programs</li> <li>• Greatest % Increase in Membership</li> <li>• Greatest Percent Increase in Community Partner Membership</li> <li>• Excellence in Community Partner Growth</li> <li>• Best Support of Reserve Components</li> <li>• Advocacy</li> <li>• Member Communications</li> <li>• Education &amp; Programs Streamer</li> <li>• Army Birthday</li> <li>• USAREC Support</li> <li>• Army History Streamer</li> <li>• Vietnam Commemorative Partner</li> <li>• Volunteer Development</li> <li>• Soldier for Life</li> <li>• Department of the Army Civilian Support</li> <li>• Regional Awards</li> <li>• Young Professionals</li> <li>• NCO &amp; Soldier Programs</li> </ul>

### NOTES:

1. Chapter President may be accompanied by up to three representatives of the unit or installation they are affiliated with (e.g. Division Commander & CSM).
2. Designated seating is provided. Check in with the Chapter Support POC at the Opening Ceremony NLT 0915. Spouses may be seated with the recipients but will not accompany them on stage for the presentation. Inform AUSA National of seating requirements for spouses in the RSVP. Verify that the senior leadership will accompany the chapter on stage and whether they require seating with the chapter or will join the chapter on stage from the designated GO or CSM seating.
3. The President for the affiliated chapter will accompany the recipient. Chapters will coordinate with the winning unit and provide the name(s) of **all** recipients to Chapter Support.
4. Provide the name(s) of award recipients to your Region Breakfast POC.

## WHAT SHOULD I ATTEND?

When planning your schedule for the Annual Meeting you should plan on attending the following:

EVENT	DATE	REGION PRESIDENTS	CHAPTER PRESIDENTS
Region Presidents Breakout Sessions	Sunday, 13 Oct	<b>REQUIRED</b>	
Chapter Awards Presentation	Sunday, 13 Oct	<b>REQUIRED</b>	
Chapter Presidents Dinner	Sunday, 13 Oct	<b>REQUIRED</b>	
Guard and Reserve Reception	Monday, 14 Oct	Optional	YES
Opening Ceremony	Monday, 14 Oct	YES	YES
Cadet Luncheon	Monday, 14 Oct	Optional	NO
President's Reception	Monday, 14 Oct	YES	YES
Chapter President's & Delegates Workshop	Tuesday, 15 Oct	YES	<b>REQUIRED</b>
Eisenhower Luncheon	Tuesday, 15 Oct	YES	Optional
Region Breakfasts	Wednesday, 16 Oct	YES	YES
George C. Marshall Reception & Dinner	Wednesday, 16 Oct	YES	Optional

## CHAPTER BADGE REGISTRATION & TICKET

The process for ordering tickets for the chapter has changed from last year. Please refer to the page [2024 Annual Meeting Chapter Information](#) to get the latest information about ticket orders.

### **Ticket Order Cancellation Policy:**

Cancellations must be made in email by 9 September 2024 for a full refund.