

SAMPLE MCHB TA LOGISTICS LETTER

[Date]

Mr./Ms. TA Consultant
1002 Any Street
Anywhere, USA 01234

Dear Mr./Ms. TA Consultant:

I am writing on behalf of Roomers, Inc. which has been chosen by Maternal and Child Health Bureau (MCHB) to provide logistics support services. The following arrangements have been made to assist you in providing the scheduled MCHB technical assistance.

Location Site

Date/Time

[Address, phone number, email address]

Per Diem

All travel and lodging expenses will be reimbursed in accordance with the Federal Travel Regulations. Each participant will receive \$[Travel Day Per Diem Amount] (3 quarters) per travel day, and \$[Per Diem Amount] per each full day. Meals and incidentals break down as the following: Breakfast \$[Amount], Lunch \$[Amount], Dinner \$[Amount], Incidentals \$[Amount].

The reimbursable hotel rate for this area is \$[Amount] per night, excluding tax. Reimbursement instructions can be found on the attached to the Reimbursement Form.

Lodging

If you have made your own lodging arrangements, please note that your hotel rate cannot exceed the amount of \$[Amount], per the FTR. You will be responsible for payment of your room but will be reimbursed for room and tax when you have submitted your reimbursement form with the hotel bill.

If Roomers, Inc. has made your lodging arrangements, a sleeping room has been reserved in your name at the [Name of Hotel and Address] for the night of [Date of TA] at the rate of \$(XXX) per night. Your confirmation number is [Reservation Number]. Your room will be held until 4:00 pm on the day of arrival. If you are planning to arrive after 4:00 pm, you must call the hotel to guarantee your reservation with a major credit card.

All participants are responsible for charges for personal telephone calls, movies, laundry, room service, room upgrades, additional nights and other personal services at check-out. Once again, please remember to obtain a hotel receipt and submit it with your expense form.

Transportation

If you have not made your travel arrangements, please contact Leslie Richards at World Travel Service at (800) 892-6470 between the hours of 9:00 am and 5:00 pm (EST). Please identify yourself as a TA, referencing **Charge Code 1144**. Upon confirmation of your itinerary, an e-ticket will be e-mailed directly to you by World Travel Service. In order to secure the most economical fare, travel arrangements should be made as soon as possible.

If you prefer to make your own flight arrangements, please note that rates exceeding the \$600 budgeted must first be approved by Roomers, Inc., and the Federal Project Officer (FPO). In accordance of the FTR, only coach class will be reimbursed, unless otherwise approved by the FPO.

If you choose to drive to the site, you will be reimbursed (up to the cost of a round-trip, coach-fare plane/train ticket) for the use of your personal automobile at the rate of \$.445 per mile.

You will be reimbursed for ground transportation (i.e., taxis, tolls, parking, rental car (*prior approval required*), mileage round-trip from your home to the airport, etc.) incurred up to a maximum of \$75. Please remember to obtain and submit receipts for all ground transportation expenses.

Expense Report & Honorarium

I have enclosed an expense form for you to use to claim your expenses. Please complete, sign, attach all applicable receipts including your airline ticket stub, and return the form upon completion of your site visit. All expenses (excluding telephone bills) and airline, bus, and/or train ticket stubs must be submitted in their original form. Photocopies will not be accepted. All expenses will be paid within 30 days from the time the expense form is received at Roomers, Inc.

To receive reimbursement for photocopying, telephone bills, and mailing expenses, you must submit a receipt with your expense form.

Honorarium For Non-State Consultants

You will receive a \$[**Total Amount**] (\$320/day x [**Number of days**] days) honorarium. This honorarium will be disbursed in full and upon completion of the technical assistance assignment. Your honorarium will be paid within 30 days from the time the request form is received at Roomers, Inc.

Scope of Work

You will be responsible for providing [**TA Assignment**] to meet the following TA goals:
[**TA Goals Listed**]

If you have any questions concerning logistics, please do not hesitate to contact a Roomers staff member at (703) 518-0233. Questions concerning programmatic issues should be directed to Carol O'Toole at (301) 443-0869.

Sincerely,

Vicki Rogerson
Logistics Coordinator
Roomers, Inc.

Enclosure