

# FAQs

## Fulbright Europe and Eurasia Pre-Departure Orientation and ETA Workshop

### *Frequently Asked Questions*

#### REGISTRATION

##### **Will I receive a confirmation email once I complete my registration form?**

No, you will not receive a separate confirmation email. Please find the link to the registration form in your Orientation invitation. Upon completion of the registration form, you will be redirected to a confirmation web page, which will indicate that your registration is complete. If the PDO staff have any questions about your registration form or have not received your form by the deadline, they will contact you directly.

- Deadline for registering for the PDO and ETA Workshop: Friday, June 14, 2013

#### TRAVEL

##### **When can I access the online travel booking system in order to make my travel arrangements?**

After completing your registration, you may access the online HRG travel booking system through the PDO [Travel Arrangements](#) page. Instructions for booking travel are located on the website along with a link to the online system. You may not book travel until you have completed the registration form.

##### **I would like to travel to/from the PDO by train (e.g., Amtrak), how do I do this?**

Train tickets can be purchased through HRG agents. To request a train ticket, email the following information to [groups.us@hrgworldwide.com](mailto:groups.us@hrgworldwide.com).

First Name

Last Name

Fulbright Grant Region

Email

Cell Phone

Departure Station

Departure Date/Return Date

Departure Time/Return Time

##### **I would like to travel to/from the PDO by car; will I be reimbursed for mileage?**

Yes, with prior approval, you may drive to Washington, D.C. Reimbursement forms will be available at the PDO for you to fill out and return in order to receive reimbursement. A map of your trip, including mileage, must be attached to the reimbursement form in order for it to be processed. The amount of reimbursement is \$.565 per mile with a maximum of 180 miles each way. The \$.565 per mile covers the use of your vehicle, gas and all tolls. Additional reimbursement is not available. Parking at the hotel will not be reimbursed but will be covered in-part by your travel allowance. Please email [Fulbrightorientation@iie.org](mailto:Fulbrightorientation@iie.org) to request reimbursement approval for driving.

**What does the travel allowance and stipend cover?**

When you arrive at the PDO you will receive a stipend to assist in covering ground transportation (taxis, airport shuttles, metro, parking, etc.) and meals while travelling.

**I am unable to book a flight that coincides with the exact dates of the PDO. May I arrive a day early or depart a day late due to the availability of flights?**

Yes, if it is absolutely impossible for you to arrive and depart the days we have requested due to available travel options, you may arrive early or stay a day late. For those additional nights, your hotel will be covered. You must include that information in your registration form or email [Fulbrightorientation@iie.org](mailto:Fulbrightorientation@iie.org) before requesting your flight through HRG, the online travel system, in order for it to be approved. Once you have communicated that information to the PDO staff and received approval, you may go ahead and book your flight and you will be contacted if more information is needed.

**I will be abroad during the PDO dates. Will the cost of my travel to and from Washington, D.C. be covered?**

If you have plans to be abroad during the time of the PDO you will be responsible for researching your own flight and submitting your proposed travel itinerary and cost to [Fulbrightorientation@iie.org](mailto:Fulbrightorientation@iie.org) for approval. If the proposed flight is approved and the cost is equal to or less than \$1,000, you can book the flight directly through the provided online booking system (HRG). If the approved travel itinerary is more than \$1,000, you must book the flight yourself and will be reimbursed up to \$1,000 upon the completion of a reimbursement form and submission of original receipts. Reimbursement forms will be available at the PDO for you to fill out and return in order to receive reimbursement. In order to receive reimbursement, you must comply with the Fly-America Act, which requires that you purchase a ticket from a U.S. air carrier.

**I would like to arrive early or depart late for personal reasons (e.g., sightseeing, visit family/friends); will my transportation be covered for these extra days?**

As long as the cost of the requested round trip ticket is comparable to the cost of a ticket for the arrival/departure dates of the PDO, you may request that ticket including the extended days through our online booking system. Before booking your ticket, please include that information in your registration form or e-mail [Fulbrightorientation@iie.org](mailto:Fulbrightorientation@iie.org) with your request details. You are responsible for covering all additional costs for accommodations, food, and incidentals before/after the orientation dates.

**When booking my flight, what class should I choose?**

You must choose economy. If you choose to upgrade later, you are responsible for all additional expenses.

**ACCOMMODATIONS**

**I am a student and I requested my own room. How much will it cost?**

You are responsible for covering half of the cost of the room. The general government rates for double rooms are \$169 in July. Therefore, you will be responsible for paying \$84.50. You may pay half of the total cost of the hotel room directly to the hotel when you check in.

**I will require more than one room to accommodate my dependents/guests attending the PDO. How do I book an extra room?**

You are responsible for booking any additional rooms and paying for travel, accommodations, food, incidentals, etc., for anyone accompanying you to the PDO.

**I will be arriving in Washington D.C. before check-in (generally at 3:00 pm) at the hotel. Can I request an early check-in?**

You may contact the hotel directly to request an early check-in, but the PDO staff cannot request it on your behalf. Due to the size of the PDO, the hotel will do their best to accommodate early check-in or late check-out requests, but they are unable to guarantee them. If the hotel is unable to accommodate your request, they will be able to store your baggage upon arrival until your room is available.

**HEALTH BENEFITS**

**Will I receive my ASPE ID card at the PDO?**

No. ASPE ID cards will not be distributed.

**When will I receive my ASPE ID card?**

Your Fulbright grant officially starts the day you depart the United States. Therefore, you will only be issued an ASPE ID card once your travel dates are set and your flight is booked. The issuance of your ID card is managed by IIE for students and CIES for scholars. If you have questions regarding when you will receive your ASPE ID card, please contact your IIE or CIES program officer.

**Can I contact Seven Corners to discuss personal health questions?**

You will need to wait until you receive your ASPE ID card before contacting Seven Corners. If you have a general question regarding your health benefits, please visit [www.usdos.sevencorners.com/faq](http://www.usdos.sevencorners.com/faq) to review the information available. If you have a personal health issue, Seven Corners can assist you once you have been issued an ID card.

**OTHER**

**Is there is dress code?**

The PDO has no formal dress code, although most attendees choose to dress in business casual attire.