Dear C3E Workshop Participant:

We are pleased you have accepted the invitation to participate in the Computational Cybersecurity in Compromised Environments (C3E) Workshop, 13-15 January 2014 at the Hotel Thayer Conference Center, WestPoint, NY. Here is some information to assist with your travel planning:

**All Participants:**

Before 12 December, you will need to contact [Hotel Thayer](http://www.thethayerhotel.com/) directly to make your accommodations using your credit card.

*Hotel Thayer Reservations,* (845) 446-4731 or *(800) 247-5047,*

[*reservations@thethayerhotel.com*](mailto:reservations@thethayerhotel.com)

Please ensure Hotel Thayer books your room under the C3E block AND get a reservation confirmation number!  We cannot guarantee rooms will be available after 12 December.

**U.S. Government Participants:**

Please follow your organization’s travel process. Hotel Thayer has a $108/night per diem rate for U.S. Government participants in the C3E block.

**Non-Government Participants:**

Hotel Thayer has a $209/night C3E block rate, which is reimbursable along with your other allowable travel expenses.

Except for your hotel reservation, ALL travel (air, train, POV) and rental car arrangements must be made by Nekeia Butler, National Coordination Office (NCO) to ensure reimbursement. Here are 3 easy steps for reimbursable travel:

1. Complete Form 1379-Direct Deposit Form (attached) and fax the completed form and voided copy of your check to NSF DFM Accounts Payable, fax (703) 292-9006. If you have any question regarding the form, please contact DFM at (703) 292-4443.

2. Complete the attached spreadsheet for your preferred travel arrangements. The NCO will then work with you to finalize and then purchase your travel. If you have traveled with NSF in the past and none of your information (address and banking) has changed, please indicate this when you return the completed spreadsheet to Nekeia Butler, NITRD NCO Executive Sec. [butler@nitrd.gov](mailto:butler@nitrd.gov)<mailto:[butler@nitrd.gov](mailto:butler@nitrd.gov)> or contact phone (703) 292-7934.

3. Upon completion of your travel, please submit hotel and all travel receipts to Nekeia Butler, NITRD NCO Executive Sec. no later than 5 business days after your travel ends. Meals and Incidentals will be reimbursed at the daily government set per Diem rate; meal receipts will not need to be submitted. You may scan and email ([butler@nitrd.gov](mailto:butler@nitrd.gov)) or fax to (703) 292.9097, ATTN: Nekeia Butler.

Non-Reimbursable Expenses:  
  
•         Limousines and Car Services (in excess of roundtrip taxi fare)  
•         Claims over $75 without a receipt  
•         Travel arrangements made on your own  
•         Room service  
•         Any expenses not government approved  
•         Any expenses not in association with your travel purpose  
  
If you have any travel questions, please don’t hesitate to contact:

Nekeia Butler  
Executive Secretary (Contractor)  
National Coordination Office  
Networking and Information Technology Research and Development  
4201 Wilson Blvd., Ste. II-405  
Arlington, VA 22230  
Office Line (703) 292-4873  
[butler@nitrd.gov](mailto:butler@nitrd.gov)<mailto:[butler@nitrd.gov](mailto:butler@nitrd.gov)>

If you have any C3E Workshop questions, please contact the C3E Team at [lonniic@dni.gov](mailto:lonniic@dni.gov)

Thank you very much,

The C3E Team