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## **NVTI Participant Travel FAQs**

### **Where is the training facility?**

*MicroTek – Dallas  
5430 LBJ Freeway  
Three Lincoln Centre Tower, Suite 300  
Dallas, TX 75240*

### **Where is the hotel?**

*Hilton Dallas Lincoln Centre  
5410 LBJ Freeway  
Dallas, TX 75240*

### **Making Travel Arrangements**

*For JVSG-funded and DOL Grantee participants:*

*The NVTI Travel Team will arrange and pay for the hotel and flights to Dallas, TX. Flights are generally made to depart on Monday the week your class begins and return the last day of class after 3pm.*

*All other participants, including Federal Employees and Local Travelers:*

*Other participants are responsible for making their own travel arrangements. However, the NVTI Travel Team will reserve hotel rooms for all participants, except local travelers; non-JVSG participants are still responsible for paying for their own lodging.*

### **Does NVTI reimburse for any mileage to and from the airport? Is airport parking reimbursed?**

*NVTI does not reimburse for mileage to and from the origin airport. Any airport parking fees are the responsibility of the participant and will not be reimbursed.*

### **If I arrive at the airport for check in and there is an issue with the flight reservation, who do I contact?**

*Contact the NVTI Travel Team by phone 844-423-8872 or by email at [travel@nvti.org](mailto:travel@nvti.org). In the event of an emergency, your scheduling official will need to notify NVTI.*

*Please remember, you may **not** make travel itinerary changes on your own. NVTI's Travel Team will make changes, if approved.*

### **If I elect to drive to the training session, will I be reimbursed for mileage, and if so at what rate?**

*If you elect to drive to Dallas, TX using your privately-owned vehicle (POV), and you live outside the local travel area, you will be reimbursed mileage at the prevailing federal mileage reimbursement rate, not to exceed the cost of the lowest federal airfare. Reimbursement may take up to 4-6 weeks.*

*The current approved mileage rate for the use of a POV can be found on the GSA website at: [www.gsa.gov](http://www.gsa.gov). \*Please note the cost for fuel, lodging, or meals during travel are not reimbursable.*

### **At what distance is a participant considered a local traveler?**

*Any traveler that works or lives within a 50 mile radius of the training location is considered a local traveler. NVTI will not arrange lodging or airfare for any local travelers. If you elect to stay at the hotel it will be at your own expense. Contact the hotel directly to make arrangements. The per diem rate for lodging will be based on availability.*

### **Where do I park?**

#### For Local Travelers Only

*Parking at the training center is in the WEST parking lot parallel to the Dallas North Tollway. Parking validation will be provided at the front desk of the training center.*

#### If you are Staying at the Hotel

*Use the hotel self-parking if you are staying at the hotel. You will receive a discounted parking rate. If you are a JVSG or DOL Grantee participant you will be reimbursed.*

### **Is there preferred attire for the sessions?**

*Business casual attire is preferred. No shorts or flip flops, please.*

### **May I bring my spouse or other companion?**

*Yes. However, they are responsible for arranging all their own travel, meals, and other expenses. Spouses are not permitted in the classroom.*

### **Once I arrive in Dallas how do I get to the hotel?**

*NVTI Travel will make round trip ground transportation reservations for you with Super Shuttle. When you arrive in Dallas, please call the Super Shuttle Dallas dispatch: 972-456-3128; they will tell you exactly where to meet the Shuttle at the airport.*

### **Can I use my rewards program for flights?**

*If you are currently enrolled in a frequent flyer program sponsored by the airline, please inform the NVTI Travel Team when making travel arrangements to ensure all your information is included.*

### **What information will I need to check into the hotel?**

*The hotel will require you to provide a photo ID and major credit card at check-in. (Any incidental charges by JVSG participants will be charged to their credit card)*

### **Is it possible to stay at the hotel longer?**

*Should you decide to stay additional nights, it will be at your own expense and you must make these arrangements with the hotel directly. Any additional nights at the per diem rate will be based on hotel availability.*

### **Are meals provided during training?**

*For JVSG and DOL Grantee participants, yes meals are provided*

*Meals are NOT provided to Federal Employees, local travelers and other attendees.*

See details below for JVSG and DOL Grantee participants:

- **Breakfast:** Served in the hotel in the Crockett's Restaurant or a la carte at L'Express Café.
- You will receive vouchers for breakfast valued at the per diem rate at the hotel upon check-in. Breakfast vouchers are only valid within the hotel at Crockett's; or L'Express. \*Vouchers are not valid for in-room dining.
- **Lunch:** Served at the Training Center
- **Dinner:** Served in the hotel (6p-8p, Tuesday-Thursday) in Crockett's Restaurant or other Conference Room. Look for the NVTI sign.

**Meals provided:** 3 Meals on each full day of training; Breakfast & Lunch on last day of class.

Dinner is **NOT** provided on Monday before class starts, but you will be reimbursed for Monday's dinner at the GSA per diem rate.

### What can I include on my travel reimbursement form?

JVSG and DOL Grantee participants can include any approved mileage and baggage fees.

### How do I get to the training facility from the hotel?

The training facility is adjacent to the hotel.

From the hotel lobby: Walk to the right of the Front Desk past L'Express Café and through the hall toward the elevators in Tower 3. Take the Tower Three elevators to the 3<sup>rd</sup> floor, Suite 300.

### Is Wi-Fi provided in the training classrooms?

Yes

### What materials should I bring to class?

Students should be prepared to attend class with a pen and paper to take notes. Training materials will be provided by NVTI and should be brought to class daily.

### Will breaks be provided?

The instructor will provide two 10-minute breaks; one in the morning and one in the afternoon.

### What time is lunch?

Lunch is generally between 11:30 a.m. - 12:30 p.m. However, the instructor and the students can agree to an alternative lunch schedule. To ensure that NVTI classroom facilities are well maintained, there will be **no eating** in the classroom facility.

Can you summarize what NVTI provides at training?

Training Feature	NVTI Participant Type				
	JVSG Participant	DOL Grantee Participant	Federal Employee Participant	Other Participant	Local Traveler Participant*
Tuition for Training	Yes provided	Yes provided	Yes provided	Yes provided	Yes provided
Flight	Yes provided	Yes provided	Not provided	Not provided	Not provided
Mileage and tolls if not flying	Yes provided	Yes provided	Not provided	Not provided	Not provided
Transportation to Departure Airport	Not provided	Not provided	Not provided	Not provided	Not provided
Transportation from Arrival (Dallas) Airport to Hotel	Yes provided	Yes provided	Not provided	Not provided	Not provided
Parking (If you drive to class)	Self-Park at hotel, you will be reimbursed	Self-Park at hotel, you will be reimbursed	Self-Park at hotel at discounted rate	Self-Park at hotel at discounted rate	Free parking at the training center with validation
Hotel Stay	Yes provided	Yes provided	Not provided	Not provided	Not provided
Meals - breakfast, lunch and dinner during class	Yes provided	Yes provided	Not provided	Not provided	Not provided
Dinner on Monday before class	Not provided, but reimbursed at per diem	Not provided, but reimbursed at per diem	Not provided	Not provided	Not provided
Snacks and drinks in training	Yes provided	Yes provided	Yes provided	Yes provided	Yes provided

\* If a participant is a local traveler, who works or lives within a 50-mile radius of the training location, then it doesn't matter what other type of participant they are. Being a local traveler supersedes anything else.