

# NVTI Travel

## Frequently Asked Questions (FAQs)

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## NVTI Travel

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### What Service Does NVTI Travel Provide?

NVTI Travel arranges travel for DOL Grantee participants traveling to our in-person training in Dallas, Texas. NVTI Travel will arrange and cover the cost of:

- Round trip flights from departure airport OR reimbursement of mileage and tolls if you drive
- Hotel lodging
- Transportation from a Dallas airport to the hotel and back
- Meals during training
- Onsite parking for those who drive

Should you require any special travel accommodations, please let our travel staff know. We will work to meet your needs but must comply with Federal Travel Regulations.

NVTI Travel does not provide travel or lodging for participants who work within a 50-mile radius of the Dallas training facility (see " Who is considered to be a local traveler " for more information).

You can contact the NVTI Travel Coordinator by phone at 844-423-8872 (option 1) or email at [travel@nvti.org](mailto:travel@nvti.org).

### What costs are NOT covered by NVTI?

- Transportation or mileage to and from the origin airport
- Airport parking
- Excess or heavy baggage fees
- Upgrade fees
- Lodging and food costs during your travel to Dallas, Texas

## Traveling to NVTI training in Dallas

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### What is the address of the hotel and training center?

Hilton Dallas Lincoln Centre & LC2 Conference Center

5410 LBJ Freeway

Dallas, TX 75240

[Google Maps](#)

### How do I make travel arrangements?

#### **If you are a DOL Grantee participant (JVSG, Wagner-Peyser, HVRP or others)**

The NVTI Travel Coordinator will arrange and pay for lodging and transportation to Dallas, Texas. Flights are generally booked to depart on Monday the week your class begins and return the last day of class after 3 pm Central Time.

#### **If you are a non-DOL Grantee participant**

The NVTI Travel Coordinator will reserve hotel rooms for all participants. Non-DOL Grantee participants (including federal employees) are responsible for paying the cost of their lodging, as well as making their own travel/transportation arrangements.

NVTI Travel does not arrange lodging or transportation for local travelers (participants that work within a 50-mile radius of the training location). If you choose to stay at the hotel, it will be at your own expense. Contact the hotel directly to make arrangements. The hotel may be able to offer you the per diem rate for lodging if they have availability.

You can contact the NVTI Travel Coordinator by phone at 844-423-8872 (option 1) or email at [travel@nvti.org](mailto:travel@nvti.org).

### Who is considered a local traveler?

You are considered a “local traveler” if you work within a 50-mile radius of the training location. NVTI Travel does not arrange lodging or transportation for local travelers. If you choose to stay at the hotel, it will be at your own expense. Contact the hotel directly to make arrangements. The hotel may be able to offer you the per diem rate for lodging if they have availability.

## If there is an issue with the flight reservation, who do I contact?

If you are a DOL Grantee participant and need to make a change to your travel plans, please contact the NVTI Travel Coordinator by phone at 844-423-8872 (option 1) or email at [travel@nvti.org](mailto:travel@nvti.org).

Being that NVTI is a federal program, all travel arrangements and changes for DOL Grantee participants must be approved and managed by the NVTI Travel Coordinator. They will work with you to accommodate your request to the best of their ability. Any travel changes that are made without the approval and management of the NVTI Travel Coordinator may result in additional charges. These charges will be the responsibility of the traveler who made the unauthorized change(s).

All non-DOL Grantee participants are responsible for their own travel/transportation arrangements.

## Can I accumulate program reward points for my flights?

If you are currently enrolled in a frequent flyer program sponsored by an airline, please inform the NVTI Travel Coordinator when making initial arrangements. The Travel Coordinator will upload your frequent flyer information if it applies to your reservation so that you receive credit for your travel.

## Can I drive to NVTI training?

Yes, you can drive to NVTI training if you wish.

DOL Grantee participants will be reimbursed for mileage at the prevailing GSA mileage rate up to a ceiling of what a flight price would have been. If you wish to drive, please contact the NVTI Travel Coordinator by phone at 844-423-8872 (option 1) or email at [travel@nvti.org](mailto:travel@nvti.org) for more information.

If you are a local traveler participant (your official duty station is within 50 miles of the training facility), you do not qualify for reimbursement.

## If I drive to NVTI training, where do I park?

### Are you a local traveler?

Travelers driving to training on a daily basis should park in the hotel self-parking lot. Reduced rate parking is provided at the hotel.

## (FAQs)

### Are you staying at the hotel?

Travelers driving to the facility and staying there for the duration of training should park in the hotel self-parking lot. The hotel will program your room key to include parking.

## Your stay in Dallas

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### Is there transportation from the Dallas airport to the hotel?

Yes, for DOL Grantee participants, we have reserved a private shuttle in Dallas that will transport you from the airport to your hotel. Once you arrive in Dallas the shuttle driver will text you to coordinate the specific pick-up location. On the last day of class, the shuttle will pick you up at the hotel and take you to the airport for your flight home. Please review your travel itinerary for the shuttle departure time from the hotel to the airport.

For questions, please contact the NVTI Travel Coordinator at [travel@nvti.org](mailto:travel@nvti.org) or 844-423-8872 (option 1).

All non-DOL Grantee participants are responsible for making their own transportation arrangements.

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

The hotel will require you to provide a photo ID at check-in.

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

Should you decide to stay additional nights, please inform the NVTI Travel Coordinator. Additional nights will be at your own expense but must be arranged through the Travel Coordinator. The hotel may be able to offer you additional nights at the per diem rate if they have availability.

### What if I need assistance during my stay?

- For assistance with your stay, contact the hotel front desk.
- For assistance related to training or the training facility, or if you become ill, contact the NVTI Facility Manager. The NVTI Facility Manager will be available around the classroom area during class time.

## (FAQs)

- For travel related assistance, (**flight cancellations, transportation issues, or billing errors**), contact the NVTI Travel Coordinator at [travel@nvti.org](mailto:travel@nvti.org) or call 844-423-8872.

**In case of a medical emergency**, please call 911 and contact the front desk. When you are able to, also inform the Facility Manager or the Travel Coordinator.

## Attending Class

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### When does class begin and end?

In general, classes start at 8 am (Central Time) and end at 4 pm daily. On the last day of training, class will end at noon. For details on a specific class please review your class registration email and the class instructor's welcome email.

### Is there preferred attire for the sessions?

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

### How do I get to class?

Upon check-in at the hotel, you will receive a Welcome Letter. This letter will include visual directions on how to get to the classroom space. If you have any questions about where to go once you arrive at the hotel, please speak with the front desk.

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

Yes. The code will be made available to students in the training room on the first day of class.

### What materials should I bring to class?

Training materials will be provided by NVTI and should be brought to class daily. Students should bring paper. NVTI provides a pen and highlighter to take notes.

### Will breaks be provided?

The instructor will provide two 10-minute breaks; one in the morning and one in the afternoon, and a 1-hour lunch break.

## Meals

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### Are meals provided during training?

For **DOL Grantee participants**, three meals will be provided on each full day of training. On the last day of class only breakfast and lunch will be provided. If you have any dietary preferences or restrictions, please let the NVTI Travel Coordinator know when making initial travel arrangements.

Meals are **NOT** provided for federal employees, local travelers, or other non-DOL Grantee participants. See next section, "**Where can I purchase meals if I am a federal employee...**", for meal options.

For **DOL Grantee participants** we provide:

- **Breakfast:** Served in the hotel in Crockett's Restaurant or a la carte at L'Express Café.
- **Lunch:** Served buffet style in the designated room in the Hilton hotel from noon – 1pm, each day of class. Menu items vary daily. Look for the NVTI signs in the Hilton hotel for meal location. A boxed lunch is served on the last day of class.
- **Dinner:** Served buffet style in the designated room in the Hilton hotel (6pm-8pm on full class days). Menu items vary daily. Look for the NVTI signs in the Hilton hotel for meal location.

Dinner is **NOT** provided on Monday before class starts, but you will be reimbursed for Monday's dinner at the GSA per diem rate. You will add this charge to your reimbursement form after class is completed.

### Where can I purchase meals if I am a federal employee or other non-DOL Grantee?

The following options are available to purchase meals for federal employees or other non-JVSG and non-DOL Grantees for whom meals are not provided.

- **Breakfast:** Breakfast is available for purchase within the Hilton hotel at:
  - Crockett's
  - L'Express



## (FAQs)

- **Lunch:** Lunch is available for purchase within the Hilton hotel at:
  - L'Express
  - Centre Kitchen
- **Dinner:** Dinner is available for purchase within the Hilton hotel at:
  - H Bar

Multiple dinner options are available in the Dallas Galleria mall, which is a 5-minute drive from the hotel. Popular dinner locations at the Galleria mall include:

- Grand Lux Cafe
- The Blue Fish Sushi Bar
- Mi Cocina
- The Oceanaire

The full list of dining options can be found here:

<https://galleriadallas.com/directory/food/>

You may also speak with the front desk or concierge staff at the hotel for additional recommendations.

### What time is lunch?

Lunch is between noon – 1:00 pm Central Time. If you have a dietary restriction or preference, please let the NVTI Travel Coordinator know when making initial travel arrangements.

To ensure that NVTI classroom facilities are well maintained, there will be **no** eating in the classroom facility.

## Companion Travel

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### May I bring a spouse or other companion?

Yes. A companion is permitted to lodge with you in your hotel room. However, companions are not permitted in the classroom or at any training function, including meals.

No companions under 18 years old are allowed, unless accompanied by an adult other than the course participant. All companions are responsible for arranging and covering the cost of their travel, meals, and other expenses.

Please inform the NVTI Travel Coordinator if you plan on traveling with someone.

## Reimbursements for Travel

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### Does NVTI reimburse for mileage to and from the origin airport?

NVTI does not reimburse for mileage to and from the origin airport. Please inquire within your organization for guidance on reimbursement for mileage to and from the origin airport.

### Is airport parking reimbursed?

NVTI does not reimburse for parking at the origin airport. Any airport parking fees are the responsibility of the participant. Please inquire within your organization for guidance on reimbursement for airport parking.

### If I drive to the training session, will I be reimbursed for mileage? At what rate?

As a **DOL Grantee participant**, if you choose to drive to Dallas, TX using your privately-owned vehicle (POV), and your duty station is 50 or more miles from the training site, your mileage will be reimbursed at the prevailing federal mileage reimbursement rate, not to exceed the cost of the lowest federal airfare. 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 while driving from your duty station to Dallas, TX and back are not reimbursable.

**Non-DOL Grantee participants and local travelers** are not reimbursed by NVTI.

## (FAQs)

### When and how do I get reimbursed for travel expenses?

On the last day of class, we will email you an **NVTI Expense Reimbursement Request** form. Fill in the form with your name, address, type of expense, and the associated cost. Email the form and a digital copy of all associated receipts to [travel@nvti.org](mailto:travel@nvti.org) **within five business days of receipt.**

We will review each reimbursement form within seven days and make payment for allowable expenses within 4-6 weeks of receipt.

**Note: NVTI Expense Reimbursements** apply only to **DOL Grantee** participants who work 50 or more miles away from the Dallas training facility.

### What can I include in my Expense Reimbursement Request form?

**DOL Grantee (JVSG, Wagner Peyser, HVRP or others)** participants can include baggage fees (round trip for first bag only), Monday night's dinner, and miles traveled by their privately-owned vehicle (POV) from their normal duty station to Dallas, TX and back.

See **Tables** below for a summary of covered and reimbursable expenses separated by participant type.

### Table 1: Covered and Reimbursable Expenses by Participant Type

Participant: Local Traveler

Expense Type	Is it covered?
Tuition for training	Yes, provided
Mileage and tolls if driving POV	Not provided
Parking (If you drive to training)	Self-park at hotel at reduced rate
Hotel stay	Not provided
Meals – breakfast, lunch, and dinner during class	Not provided
Dinner on Monday before class	Not provided

## (FAQs)

Participant: DOL Grantee (JVSG, Wagner Peyser, HVRP or others)

Expense Type	Is it covered?
Tuition for training	Yes, provided
Flight and first checked bag	Yes, provided
Mileage and tolls if driving POV	Yes, provided
Transportation to departure airport	Not provided
Transportation from Dallas airport to hotel	Yes, provided
Parking (If you drive to training)	Self-park at hotel, parking is free.
Hotel stay	Yes, provided
Meals – breakfast, lunch, and dinner during class	Yes, provided
Dinner on Monday before class	Not provided, but reimbursed at per diem

Participant: Federal Employee

Expense Type	Is it covered?
Tuition for training	Yes, provided
Flight	Not provided
Mileage and tolls if driving POV	Not provided
Transportation to departure airport	Not provided
Transportation from Dallas airport to hotel	Not provided
Parking (If you drive to training)	Self-park at hotel at reduced rate
Hotel stay	Not provided
Meals – breakfast, lunch, and dinner during class	Not provided
Dinner on Monday before class	Not provided

Participant: All Others

Expense Type	Is it covered?
Tuition for training	Yes, provided
Flight and first checked bag	Not provided
Mileage and tolls if driving POV	Not provided
Transportation to departure airport	Not provided
Transportation from Dallas airport to hotel	Not provided
Parking (If you drive to training)	Self-park at hotel at reduced rate
Hotel stay	Not provided
Meals – breakfast, lunch, and dinner during class	Not provided
Dinner on Monday before class	Not provided

For other questions, please contact the NVTI Travel  
Coordinator

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Email: [travel@nvti.org](mailto:travel@nvti.org).

Phone: 844-423-8872 (option 1)