



- Hotel Location:** **Hilton Washington DC/Rockville Hotel & Executive Meeting Center**  
1750 Rockville Pike,  
Rockville, Maryland, 20852
- Parking at Hotel:** \$15 a day
- Meeting Location:** Hilton Washington DC/Rockville Hotel & Executive Meeting Center  
Eisenhower Room

**Directions:** The hotel is accessible from the Twinbrooks Metro Station. Exit the Station and the hotel is across the street. Detailed directions can be found at <https://www3.hilton.com/en/hotels/maryland/hilton-washington-dc-rockville-hotel-and-executive-meeting-ctr-IADMRHF/maps-directions/index.html>.

**Optional group dinner:** For those interested in a group dinner on August 12, meet in the hotel lobby at 5:45pm. We will walk to [Matchbox](#) located at 1699 Rockville Pike.

**Meeting start:** Meeting starts at 9:00 am on August 13.

**Meals:** Breakfast is included with your stay at the hotel. Lunch is provided.

**Dress code:** The suggested dress code for this meeting is business casual.

**Expense Reimbursement:** As you know, the National Center will pay travel costs. You need to turn in a W-9 form and reimbursement form for either your organization or yourself (depending on who will be reimbursed). The W-9 must match the reimbursement form. This means the check will be made payable according to how the W-9 is completed.

MPHI will reimburse the following:

- Mileage for those driving to the meeting at 58 cents/mile. You must include a Google Map or MapQuest showing the mileage.
- Per Diem for meals during travel for participants traveling from out of town (*no receipts required*).
- Parking, baggage fees, and ground transportation, **with a copy of the original receipts**

**Questions or Problems While Traveling:** Please contact us at: Abby Collier (517-614-0379) or Rosemary Fournier (517-582-5259)