

Lodging and Transportation Information

**National Advocacy Center
1620 Pendleton Street
Columbia, South Carolina 29201
(803) 544-5000 (Phone)
(803) 544-5038 (FAX)**

Website: <http://www.usdoj.gov/usao/eousa/ole>

Amenities:

All hotel rooms include a private bath, telephone with voice mail, data line for laptops, in-room safe, television, hair dryer, iron, ironing board, coffee pot, and refrigerator. The NAC also has an ATM, exercise rooms, gift shop, and washers and dryers for your convenience. The facility cannot accommodate family members or guests.

Students staying at the NAC will be provided breakfast and lunch in the NAC's dining room. Dinner is "on your own" at local restaurants. NAC room charges will be billed directly to OLE. Guests will be responsible for any incidental charges.

Morty's Moosehead Lounge, located on the 3rd floor of the NAC, provides a sandwich and salad menu. The lounge opens at 5:00 PM.

Checkout Time:

The NAC has a check out time of 1:00 PM, although you may request a delayed checkout.

Per Diem:

OLE will pay for your airline ticket and will provide your lodging, breakfast, and lunch. Attendees will be responsible for their own dinner. In addition, you will be reimbursed for the following expenses:

Computation of Per Diem on Days of Travel To and From the Seminar:

- On the day of travel to the NAC the traveler is entitled to per diem of \$38.25. This is based on 3/4 of the M&IE allowance of \$51.00.
- For each full day at the NAC the traveler is entitled to per diem of \$31.00 (\$26.00 for dinner, \$5.00 for incidental expenses).
- On the day of travel from a course at the NAC, the traveler is entitled to per diem of \$18.25. This is based on 3/4 of the M&IE allowance of \$51.00 less \$20.00 (\$8.00 for breakfast and \$12.00 for lunch). Computation: $\$51.00 \times 3/4 = \$38.25 - \$20.00 = \18.25 .

- Cost of transportation to and from airport: You will be reimbursed for either: 1) cab fare between the traveler's office or residence and the airport; or 2) mileage between the traveler's office or residence and airport and parking at the airport. The cost of parking may not exceed the cost of cab fare.
- Cab fare between the Columbia Metropolitan Airport and the NAC will be reimbursed, if shuttle service was not available at the time of arrival or departure.

Phone Calls at the NAC:

Government travelers are authorized to make one personal call to their residence (not to exceed \$2.00) for each night they are away from home. OLE is not responsible for business calls that you make. Those calls must be paid by your employing office. You may purchase a calling card at the NAC's gift shop.

Transportation:

Airport to/from NAC:

Bus service will be provided to transport attendees between the Columbia Metropolitan Airport and National Advocacy Center on the day before a course is scheduled to begin and on the day a course ends. Service runs during peak arrival and departure times only, every hour on the hour from 3:00 PM to 11:00 PM. (The last shuttle departs at 11:15 PM.) The bus pick-up area is on the service road outside the door leading from baggage claim area 1.

If you arrive or depart before bus service begins or after bus service ends, or on a day when no bus service is scheduled, please take a taxi to the NAC. We are located at 1620 Pendleton Street on the campus of the University of South Carolina. The average taxi fare from the airport to the NAC is approximately \$20.00 - \$25.00.

To/From ITEC:

If your course is being held at the Information Training and Education Center (ITEC) located at 1600 Hampton Street, shuttle service will be provided by OLE each morning before the course is scheduled to begin and after the course ends each day. Shuttles depart from, and arrive at, the National Advocacy Center.

To/From Restaurants:

A free shuttle service to transport attendees to local restaurant areas is available Sunday through Thursday from 5:30 PM to 10:45 PM.

Taxis:

Taxis to and from the NAC for meals, or to and from the airport during scheduled shuttle times are not reimbursable.

Substitutions and Cancellations:

No substitutions will be permitted. If you are unable to attend this seminar, you must: (1) Fax a letter **from your supervisor** to the Director of OLE at (803) 544-5110, stating the reason why you are unable to attend the course, and (2) Cancel your hotel reservation by 6:00 PM two calendar days before the course is scheduled to begin; **otherwise, your credit card will be charged and you will not be reimbursed by OLE.**