

**Medicaid Integrity Institute**  
National Advocacy Center  
1620 Pendleton Street  
Columbia, South Carolina 29201  
(803) 705-5100 (Phone)  
(803) 705-5110 (Fax)

**General Information**  
*Course, Travel and Lodging/Facilities*

**Course Information**

**Attendance**

Attendance at training sessions is mandatory and prompt appearance is expected. Violations of course attendance requirements may result in removal from the course and the National Advocacy Center (NAC).

**Dress/Attire**

Dress during courses must be appropriate. Business casual attire will be expected at all training sessions unless otherwise noted. Business casual for women is defined as a blouse or sweater with slacks or a skirt, or a nice dress. Men should wear slacks and a knit polo shirt or collared shirt. **Jeans, shorts, sundresses, and flip flops are not permitted in the classrooms.** Dress in the lounge and other common areas are casual but consistent with the decorum of the building. Participants visiting the workout facility may dress appropriately for those events.

**Operations During Severe Risk of Threat**

All courses will be immediately suspended upon the declaration of a severe risk of terrorist attack (Severe Condition/Condition Red). The NAC will make every effort to communicate operating status, using internet technology, e-mail, and telephones. You should not initiate travel to the NAC during a severe risk of terrorist attack. Instructions will be provided at (803) 705-5100 and posted on the US Department of Justice's Office of Legal Education website at the following email address: <http://www.justice.gov/usao/training/>.

**Travel Information**

**Budget Information**

The Medicaid Integrity Institute (MII) will not pay your travel expenses (if eligible) if you do not attend the entire seminar. Please see the administrative travel chart attached to the welcome letter for detailed information on making travel arrangements. You must submit a confirmation form before you begin travel, and you are required to submit a travel voucher within five (5) business days after completing your trip. Please note that vouchers will be paid within thirty (30) days after receipt in accordance with 41 CFR 301-52.17.

For any deviations from the normal course of travel (e.g., combining official travel to the NAC with personal travel), please email the MII at [mii@usdoj.gov](mailto:mii@usdoj.gov) for advanced approval.

Please note that when travel is to a destination solely for personal reasons, and no official duty is performed at that destination, a contract airfare may not be used for travel to or from that location.

Any questions concerning Document Control Numbers (DCNs) or travel should be directed to Tina Tolbert, Budget Analyst, at (803) 705-5650.

If your travel expenses are being reimbursed by MII, MII will provide lodging, breakfast, and lunch without charge; you will be responsible for your own dinner. 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:  $\$51.00 \times \frac{3}{4} = \$38.25 - \$20.00 = \$18.25$

### **Car Rentals**

If your travel expenses are being reimbursed by MII and you fly to this course, MII will not authorize the use of a rental car. If you choose to drive from your home to Columbia, you may rent a car. However, the costs of the rental car and related expenses (e.g., fuel, parking and tolls) may not exceed the cost of common carrier transportation (i.e. commercial airline). The following criteria/conditions must also be met;

- a government-owned vehicle is not available,
- it is more cost effective (include all costs; parking, etc.) & documented,
- the rental car is booked via CWTSATO, and
- (when carpooling) the travelers designate one person to claim all rental car-related expenses (gas, tolls, rental, parking, etc.).

### **Driving**

If your travel expenses are being reimbursed by MII and you choose to drive your vehicle to the NAC, you will be reimbursed for mileage at the current General Services Administration (GSA) rate, which can be found on GSA's website at: <http://www.gsa.gov/portal/content/100715>. Reimbursement for your mileage and other travel related expenses may not exceed the cost of common carrier transportation. If driving, please include the following information on the confirmation form;

- indicate that you are driving,
- the total mileage from your duty location to the NAC, and cost of airfare roundtrip to Columbia -- if the total mileage exceeds 400 miles one way (800 miles roundtrip), please

contact CWTSATO and ask them to provide you the amount of the lowest cost airfare (including non-contract) roundtrip to Columbia.

No additional M&IE or lodging will be authorized if you choose to drive to Columbia.

### **Transportation To and From Airport**

Bus service will be provided to transport attendees between the Columbia Metropolitan Airport, the NAC and the Inn at University of South Carolina (USC) 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 p.m. to 11:00 p.m. (The last shuttle departs at 11:15 p.m.) The airport 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 or Inn. We are located at 1620 Pendleton Street on the campus of the USC. The average taxi fare from the airport to the NAC is approximately \$22 - \$24.

To return to the airport, we recommend that you check out of the NAC or Inn on the morning of your last day, take your luggage with you to the first floor lobby of the NAC, and then depart from the NAC when your course is over.

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.

### **Ticket Fee to Change Flights**

Some airlines and travel agents may charge a \$25 administrative fee for non-contract carrier ticket changes, including flight changes, "early/late returns," ticket reissues, cancellations, and refunds. These ticket changes are charged to you and are not reimbursable (for those receiving travel reimbursements) unless the change was for official business purposes.

### **Lodging and Facilities Information**

#### **Amenities (National Advocacy Center)**

The NAC is a non-smoking facility. All hotel rooms include a private bath, telephone with voice mail, wireless internet access, 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. The facility cannot accommodate family members or guests.

Morty's Moosehead Lounge, located on the 3rd floor of the NAC, provides a sandwich and salad menu. The lounge opens at 5:30 p.m.

## **Amenities (The Inn at USC Wyndham Garden Columbia)**

The Inn at USC is located directly across the street from the NAC. Each Inn guestroom includes wireless, high-speed Internet access; cable TV with free HBO; voice mail; in-room safe; refrigerator; microwave; coffee maker; hair dryer; and iron/ironing board. Services and facilities at the Inn include a fitness center, library, free parking, dry cleaning service, guest laundry, and daily newspapers delivered to your room.

Students staying at the Inn will be provided a cooked-to-order hot breakfast in the Inn's dining room; lunch will be provided in the NAC's dining room. Dinner is "on your own" at local restaurants. Inn room charges will be billed directly to the MII. Guests will be responsible for any incidental charges. The Inn at USC is a smoke-free facility.

## **Book Exchange**

The Office of Legal Education (OLE), Executive Office for United States Attorneys (EOUSA) has a browsing library on the first floor of the NAC. We encourage you to exchange books from our selection in the library or donate new or used books (paperbacks and hardbacks) to the library during your stay. If you wish to take a book along when you leave, please return it by mail or bring it (and/or others) back when you return for another course.

## **Checkout Times**

The NAC has a check out time of 1:00 p.m., although you may request a delayed checkout. The Inn at USC has a checkout time of 12:00 noon.

## **Computer Access**

There are two email rooms on the lower level of the facility as well as 12 computers with internet access located in breakout rooms throughout the NAC. Please check with the front desk upon arrival for specific locations. Internet access for these computers is provided through the USC. Guests who bring a laptop computer with them can access their office network through NACSPOT, a free, high speed wireless network that operates throughout the NAC.

## **Dining Room (National Advocacy Center)**

The NAC dining room is open to all program participants during the following times:

Breakfast: 7:00 a.m. – 8:30 a.m.  
Break: 9:30 a.m. – 10:30 a.m.  
Lunch: 11:30 a.m. – 2:00 p.m.  
Break: 3:00 p.m. – 4:00 p.m.

All program participants are welcome to eat and drink as much as they desire in the NAC dining room. No food or beverages should be taken from the dining room.

## **Fitness Centers**

The NAC has two fitness centers. There is a workout room with cardiovascular equipment on the 3<sup>rd</sup> floor in Room A303, open 24 hours daily, and a weight room located in the C wing in Room C310B, open from 7:00 a.m. to 10:00 p.m. The Inn at USC also has a fitness

center for those staying at the Inn.

### **Guest Services**

The NAC's Guest Services Manager can make arrangements for you to attend sporting and cultural events in the Columbia area while attending a class or week-end plans if you want to stay longer to enjoy all that South Carolina has to offer. If you have questions, you can call (803) 705-5000 and leave a message for the manager or e-mail her at [jamie.heaitley@sodexo.com](mailto:jamie.heaitley@sodexo.com).

### **Gift Shop**

The Gift Shop is located in Room C110B at the NAC and sells sundries and a wide variety of shirts, hats, and other souvenir items with Department of Justice and NAC logos. The store is staffed from 10:00 a.m. – 6:00 p.m., Monday through Wednesday, 9:30 a.m. – 6:00 p.m. on Thursday, and 9:30 a.m. – 2:00 p.m. on Friday. All other times, the store may be accessed using your room key.

### **Laundry**

Washing machines and dryers with free detergent are available at the NAC in Rooms C111L and C211L. There is no charge for using this equipment. Dry cleaning is also available; please contact the Sodexo front desk if you need assistance.

### **Mail**

You may receive mail while attending classes at the NAC. Please ensure the address indicates that you are a student, and include the course name. The mailing address is: MII (Student Name) attending (indicate the name of the course), 1620 Pendleton Street, Columbia, South Carolina 29201. Mail will be held at the front desk.

### **Parking**

Limited parking is available near the NAC. You can purchase a parking pass at the front desk before proceeding to the parking garage. The cost is \$5 per day, payable by cash, check, or credit card.

### **Phone Calls**

All long distance and other telephone charges incurred in the NAC and Inn guest rooms must be paid for by credit card at the time the charges are incurred; charges cannot be billed to rooms. MII is not responsible for any business calls that you make. You may purchase a calling card at the NAC's gift shop.

### **Photo IDs**

Upon arrival you must obtain a photo identification card (ID). Your ID is to be carried and displayed at all times while in the NAC. It will also be your admission into certain USC facilities.

### **Shuttle Service**

A free shuttle service to transport attendees to local restaurant areas is available Sunday

through Thursday from 5:30 p.m. to 10:45 p.m.

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

### **Special Needs**

The NAC will provide reasonable accommodations to people with disabilities. Requests should be made to the MII Team that is handling your course as early as possible, preferably at least two weeks in advance of the seminar. No nominee will be excluded from a course on the basis of a disability-related accommodations request.

### **National Advocacy Center Operational Protocol**

The National Advocacy Center (NAC) is a business facility dedicated to professional training for federal, state, and local prosecutors. While it has similarities to hotels, university facilities, and other public buildings, it operates under very specific rules and procedures. You will be responsible for following these rules and procedures upon arrival:

1. **Legal Jurisdiction** - The NAC operates under both federal and state legal jurisdiction.
2. **Public Building Designation** - The facility is governed by the Federal Public Building Regulations which can be found in the Code of Federal Regulations (a copy of which is posted in the building). Special attention should be paid to the regulations pertaining to weapons and alcohol.
3. **Weapons** - Weapons, especially firearms, are prohibited on the premises of the NAC. If a program participant brings a firearm to the NAC, it must be surrendered to the security officer at registration. It will be the responsibility of the participant to retrieve the firearm upon leaving the training program. (This provision does not apply to licensed law enforcement agents.)
4. **Decorum** - This facility is designed for training to enhance the efficiency and effectiveness of program participants in their work, and an atmosphere conducive to that purpose is expected. Conduct and behavior inconsistent with this purpose will not be permitted.
5. **Dining Room** - All program participants are welcome to eat and drink as much as they desire in the NAC dining room; however, no food or beverages are to be taken out of the dining room at any time.
6. **Alcoholic Beverages** - Possession and consumption of alcoholic beverages at the NAC are restricted to the facility lounge during the hours of operation. Alcoholic beverages are permitted in individual guest rooms. Conduct and behavior inconsistent with this purpose will not be permitted.
7. **Access and Security** - All program participants will receive a photo identification card upon admission to the building and registration at the facility. It is the responsibility of the participant to maintain and safeguard this ID. The facility is guarded and monitored

by security cameras. Visitors of participants must sign-in and wait at the guard station in the lobby for approved entry, and then must be escorted while in the facility. Visitors are the responsibility of the participant being visited, who must control the location, duration, and conduct of these visits. All visitors must leave the facility by midnight.

8. **Non-participant Overnight Guests** - In keeping with the concept of a business facility dedicated to training, the guest rooms are limited to single occupancy by properly credentialed program participants. If a program participant anticipates overnight visits by friends, family members, or other persons during a training course, it is the responsibility of that participant to secure off-premises housing for those persons.
9. **Dress and Attire** - Dress at the facility must be appropriate for the occasion. Business attire will be expected at all advocacy courses. Business casual attire will be expected at all other training sessions (no jeans, shorts, tank-tops, t-shirts) unless otherwise noted. Dress in the lounge and other common areas is casual but consistent with the decorum of the building. Participants visiting the workout facility may dress appropriately for those events.
10. **Attendance** - Attendance at training sessions is mandatory, and prompt appearance at training sessions is expected.
11. **Smoking** - The building is a no-smoking facility.
12. **Parking** - Participants who drive to the NAC will be required to purchase parking passes for use at surrounding garages and meters. Passes are available for periods as short as one day and are available for purchase at the front desk.
13. **Telephone Charges** - All long distance and other telephone charges incurred in the facility guest rooms must be paid for by credit card at the time the charges are incurred. Charges cannot be billed to rooms.
14. **Violations** - Violation of facility policies is cause for expulsion from the facility.