

## 2020 FJA Board of Directors Meeting Agenda

All events will be held at The Brown Palace Hotel.

### Saturday, April 18

12 noon–6:30pm	Registration—Board Packet Pickup
12:30 pm–2:00 pm	Executive Committee Meeting
2:30 pm–3:30 pm	New Directors Orientation Pay and Benefits Committee
3:30 pm–4:15 pm	Committee Meetings <i>Communication/Publication Committee</i> <i>Legislative Committee</i> <i>Membership Committee</i> <i>Senior Judges Committee</i>
4:15 pm–5:00 pm	Committee Meetings <i>Civics and Service Committee</i> <i>International Rule of Law Committee</i> <i>Judicial Integrity and Independence Committee</i>
6:15 pm	Reception
7:15 pm	Dinner

### Sunday, April 19

7:15 am–8:30 am	Registration—Board Packet Pickup
7:30 am–8:15 am	Continental Breakfast
8:15 am–12 noon	Board of Directors Meeting

## Hotel and Travel Information

### The Brown Palace Hotel

321 17<sup>th</sup> Street  
Denver, CO 80202

Group Rate ..... \$181/night (prevailing government per diem)

Reservation Deadline ..... Friday, March 6, 2020

FJA will make your hotel reservations for you. Please note that FJA will only provide hotel accommodations for one night. To make any additional requests to extend your hotel reservation please contact Grace Jan at [fja@federaljudgesassoc.org](mailto:fja@federaljudgesassoc.org). Please indicate your arrival and departure day/dates on the registration form. Room and tax will go on the FJA Master Account; incidentals will be on your own.

Check-in Time..... 3:00 pm

Checkout Time..... 12 noon

### Travel Information

Airport..... Denver International Airport (DEN): 25 to 40 minutes (22 miles) to the hotel.

Travel Discount..... **UNITED**  has partnered with FJA and is offering discounted airfare to all attendees traveling to Denver. When booking online at [www.united.com/meetingtravel](http://www.united.com/meetingtravel), use Offer Code **ZH8Q384006**.

Valet Parking ..... \$50/per night (plus tax) - including in/out privileges.

Self- Parking ..... Daily Rates: \$20 for 6 hours or less (inclusive of tax) with no in-and-out privileges  
\$39 for over 6 hours (inclusive of tax) with no in-and-out privileges

Taxi ..... From Denver International Airport, \$60 (one-way).

Uber..... Available at the airport and fees are typically as follows:

UberX: \$29–\$39

UberXL: \$56–\$75

### Other Information

Dress Code..... Business casual attire is appropriate for the FJA meeting.

Weather ..... The temperature in Denver in April averages in the low-60s during the day and in the mid-30s at night.

Things To Do ..... <https://www.brownpalace.com/things-to-do/>

## Guidelines for Travel Reimbursement\*\*

(as of January 28, 2020)

To obtain reimbursement for all appropriate FJA travel-related expenses, please complete the attached travel reimbursement form and send it with copies of receipts to:

Via Email ... Grace Jan, *FJA SVP, Meetings Management*  
[fja@federaljudgesassoc.org](mailto:fja@federaljudgesassoc.org)

Via Mail..... Grace Jan, CAE, CMP  
Federal Judges Association  
1300 Piccard Drive, Suite LL 14  
Rockville, MD 20850

Reimbursement checks will be mailed to you at your Court address unless a different address is provided.

Approved expenses include:

- Round-trip, coach air or train fare, baggage fees.
- Mileage from use of personal automobile (at \$0.575/mile).
- Daily parking fees, including airport parking.
- Taxi fare, commuter transit fare, tolls.
- Reasonable cost of meals.
- Gratuities and tips.
- The Brown Hotel room and tax will go on the FJA Master Account.
- Please note that FJA will only provide hotel accommodations for one night. To make a request to extend your hotel reservation please contact Grace Jan at [fja@federaljudgesassoc.org](mailto:fja@federaljudgesassoc.org).

Expenses not covered include alcoholic beverages and any item of a purely personal nature (e.g., in-room movies, dry cleaning, etc.).

Regarding airfare, if significant savings to the FJA would result, you should select a nonrefundable ticket when making your personal travel arrangements. In case of an unforeseen and urgent need to cancel or change the flight, you would still be eligible for reimbursement.

If you have any questions, please feel free to contact Grace Jan at [fja@federaljudgesassoc.org](mailto:fja@federaljudgesassoc.org) or (240) 404-6479.

Thank you

## Travel Reimbursement Form

Full Name \_\_\_\_\_

Court \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Function Dates of Travel \_\_\_\_\_

### Please provide receipts for the following:

Airfare ..... \$ \_\_\_\_\_

Train ..... \$ \_\_\_\_\_

Personal vehicle travel \_\_\_\_\_ miles @ \$0.575 per mile \$ \_\_\_\_\_

Parking expenses ..... \$ \_\_\_\_\_

Ground transportation ..... \$ \_\_\_\_\_

Meals ..... \$ \_\_\_\_\_

Total expenses claimed ..... \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Check made payable to (include address if different from above)

\*\* Requests for reimbursement must be received in the FJA office within 30 days to qualify for reimbursement.