

Parking & Reimbursement

Tips for Driving Families



Payment and Reimbursement

Most families who drive to D.C. will be reimbursed after the event for mileage (based on the IRS rate of \$0.67 per mile). Drivers from D.C., Maryland, and Virginia can use their gift card to cover their mileage and parking.

Reimbursement Form (Before You Travel)

Before traveling to D.C., families who plan to drive must provide contact and banking information via a ZERO TO THREE form. [Click here to submit your form before you travel](#). This information will be added to the accounting system so families can receive payment after the trip.

Getting Reimbursed (After You Travel)

- Families will be reimbursed for the total mileage of their trip, traveling from their home address to the Hilton Capitol Hill. And from the Hilton Capitol Hill returning to their home address. The reimbursement will be based on the IRS mileage rate of .67 cents per mile.
 - For example, if you live 100 miles from the hotel, your total trip mileage will be 200 miles. You will receive a deposit totaling $200 \times .67 = \$134$.
 - Consider this money your reimbursement for gas, along with other costs associated with operating your car.
- Please [register here](#) as soon as possible to make sure that you can be reimbursed soon after the event.
- **After the trip, families must complete a [non-employee reimbursement form](#)** that ZERO TO THREE will use to determine and process mileage payments.
 - Please download the form and fill out the Payee and Reimbursement Information section and Personal Car Mileage sections.
 - Include a copy of your route (home to hotel, hotel to home). We recommend using Google Maps to show the length of the trip.
 - Forms and your route should be submitted to Amanda Szekely at aszekely@zerotothree.org by May 15.
- Reimbursement payments will be made by direct deposit to your bank account within a week after forms are processed.

Parking and Valet

All families will receive a \$500 Visa gift card to cover meals and travel incidentals. For families who are driving, this will include money that you can apply to parking, tolls, and related expenses. Please note that the hotel valet cost per day is above average. You may want to park at a nearby parking garage instead.

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Parking Near Hotel

There are several [Colonial Parking](#) garages within walking distance of the Hilton Washington, D.C. Capitol Hill. Pricing and hours of operation vary.

Entrance Location	Distance to Hotel	Daily Max	Hours of Operation
500 New Jersey Ave NW	1 block (1-minute walk)	\$20	Monday–Friday, 7 a.m. to 7 p.m.
400 N Capitol St NW	2 blocks (5-minute walk)	\$23	7 days a week, 4 a.m. to 12 a.m.
1 Massachusetts Ave NW	3 blocks (6-minute walk)	\$18	Monday–Friday, 6:30 a.m. to 6 p.m.
660 N Capitol St NW	3 blocks (6-minute walk)	\$22	Monday–Friday, 6 a.m. to 7 p.m.

Parking Tips

- Many parking garages allow you to reserve parking space and pay online in advance.
- If using metered street parking, be sure to check time limits to avoid the meter expiring, which could result in a parking ticket. ZERO TO THREE will not cover the cost of any tickets.

Hotel Valet

The Hilton Washington, D.C. Capitol Hill offers valet parking for all hotel guests. The cost is \$59 per day (charged nightly) and vehicles are kept in a covered, secure parking garage. There are unlimited in/out privileges when parking at the hotel, meaning that you can call for your car at any time during your stay. Room checkout is 12 p.m. and cars can remain in the parking garage until 2 p.m. (If your car is still in the garage after 2 p.m., you will be charged for an additional day.) There are currently no charging stations for electronic vehicles.