

## TRAVEL AND EXPENSE GUIDELINES FOR MICHELSON SUMMER WORKSHOP ATTENDEES

**\*PLEASE READ THESE GUIDELINES CAREFULLY, AS THEY HAVE CHANGED SINCE LAST YEAR\***

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The Michelson Science Center at Caltech appreciates your participation in this years Michelson Summer Workshop (MSW) and wishes to make your travel to and from the workshop as easy as possible.

The name and contact information for your **MSC travel contact** is:

Kathy Golden  
(626) 395-1808; kgolden@ipac.caltech.edu

For information on the NASA Ames Conference Center (NACC), workshop hotel, and other local information, please see: [http://msc.caltech.edu/workshop/2007/local\\_info.html](http://msc.caltech.edu/workshop/2007/local_info.html)

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In order to start the paperwork necessary for your travel and your reimbursement, you will need to login to the website below (a username and password will be emailed to you) and supply the required information (BY JUNE 15):

[http://flarn.ipac.caltech.edu/MSW07/password\\_enter.php](http://flarn.ipac.caltech.edu/MSW07/password_enter.php)

You will also need to register for the workshop before June 1:

<http://msc.caltech.edu/workshop/2007/>

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### EXPENSE REIMBURSEMENT DETAILS

**Please note that you will *not* necessarily be reimbursed for all of the expenses discussed below. Please refer to the 'Michelson Summer Workshop Support' email previously sent to you to see which of your expenses are eligible for reimbursement.**

#### GENERAL INFORMATION:

All travel arrangements should be made by the traveler. Supported expenses will be paid by the traveler and reimbursed by JPL after the traveler has returned home from the workshop. **The traveler MUST follow all of the travel guidelines to be eligible for reimbursement.** If you have any questions regarding your travel or reimbursement, please contact your travel contact.

**Important note for Foreign Nationals:** In order for Foreign Nationals (i.e. non-US citizens) to obtain access to NASA Ames National Laboratory grounds, and hence the NACC, they are required to complete and submit [this form](#) by June 2 to [Yvonne Ibarra](#). This includes green card holders. All permanent residents must bring their original I.N.S. green card. All foreign nationals must have their original passports and visas. Photocopies of IDs will not be accepted.

#### IF WE ARE REIMBURSING YOUR AIRFARE:

You should make your own airline reservations for a roundtrip, coach class ticket from your home institution, and you will be reimbursed for the airfare after your trip. **Please note for FOREIGN TRAVEL, the overseas portion *must* be with a US carrier or you will not be reimbursed. Your airline ticket must have a US carrier ticket number.** If you are traveling from outside of the US, you may travel one day earlier on the outbound portion of your trip. If you are combining your travel to the workshop with any personal travel, you will be reimbursed the cost of your ticket *up to* the cost of a roundtrip, coach class ticket between your home and the workshop venue. This cost is calculated at the time your signed expense report is audited by the JPL Travel Department.

**IF WE ARE REIMBURSING YOUR REGISTRATION FEE:**

You must register for the workshop on-line before the June 1 early registration deadline. You will be reimbursed for your registration fee up to \$150. After you return home from the workshop, you must mail in your registration receipt with the reimbursement form below in order to be reimbursed.

**IF WE ARE REIMBURSING YOUR HOTEL FEES:**

We will assign two financially supported attendees to a room (by gender), at the Sundowner Inn, so you should not make any hotel arrangements for yourself. We will book your room for you. When you check out, you will need to pay for your portion of the room with your own credit card. Both you and your roommate should receive separate receipts, each for half of the room cost. You will need to mail in this original receipt with your reimbursement form below to receive your reimbursement. You will only be reimbursed for your portion of the room charges and tax. No other charges will be reimbursed.

Bus transportation will be provided between the workshop hotels and the workshop site. Due to the many different area airports and participant arrival times, we will not be coordinating transportation from the airports to the workshop hotels. See the Workshop local information page for transportation options. Please note that you will not be reimbursed for any ground transportation costs.

**IF WE ARE REIMBURSING YOUR MEALS:**

In order to qualify for this reimbursement, you must provide us with the time you left your home and the time you returned back home so we can calculate your per diem, including partial days. You will be reimbursed a per diem amount for your meals based on the number of days that you attended the Michelson Summer Workshop. The rate of per diem is pro-rated on days in which meals are provided to you. The workshop hotels provide a full breakfast each morning, and we will provide lunch Monday – Friday, and dinner on Thursday. Therefore you will not be reimbursed for these meals. For the Moffett Field, CA area, the maximum per diem rate is \$59 per day. To be reimbursed for your meals, you will need to fill out and mail in the reimbursement form below, but do *not* have to submit any receipts.

**FOR EVERYONE:**

*After your trip is complete*, please fill out the reimbursement form below, and mail it, along with your **original** receipts (meal receipts not necessary) to your travel contact at the following address:

Caltech - IPAC  
ATTN: Kathy Golden  
770 S. Wilson Ave. MS 100-22  
Pasadena, CA 91125

**Please Note:**

- We can *NOT* accept receipts on-site before you return home.
- Prompt submission of reimbursement form and receipts is *required* for a timely reimbursement.
- After your expense report is completed, it will be faxed to you for your signature. Once the signed report is faxed back, your reimbursement will be processed.
- Reimbursements will be in the form of a check in US dollars mailed to your home address--no exceptions.

**Reimbursement Form:** There should be an entry in each field. If there are fees that you are not being reimbursed for, please write N/A in those fields.

<b>Your Name:</b>	
Date of departure (from home):	
Time of departure (from home):	
Date of return (to home):	
Time of return (to home):	
Lodging Cost:	
Workshop Registration Fee:	\$150
Plane Ticket:	