

TRAVEL AND EXPENSE GUIDELINES - 2019 SAGAN SUMMER WORKSHOP ATTENDEES

PLEASE READ THESE GUIDELINES CAREFULLY

EXPENSE REIMBURSEMENT DETAILS

Each attendee will receive an email detailing which expenses will be reimbursed. Note that we are not able to reimburse airfare for any of the non-speaker attendees.

GENERAL INFORMATION:

Please read the relevant section below for the expenses that will be reimbursed by NExSci. All expenses should be paid by the traveler and will be reimbursed after the traveler has returned home from the workshop. The traveler **MUST** follow **ALL** of the travel rules to be eligible for reimbursement. If you have any questions regarding your travel or reimbursement, please contact your travel coordinator.

IF WE ARE REIMBURSING YOUR HOTEL FEES:

In order to make our travel support funds go further, we are asking those receiving funds to share a hotel room. Therefore, we will be making your hotel reservation for you. If you do not wish to share a hotel room, we will reimburse you for half of your hotel room costs. The prevailing government rate for Pasadena (\$180++).

Due to the many different area airports and participant arrival times, we will not be coordinating transportation from the airports to the workshop hotels. Transportation options between area airports and the hotel are discussed on the local information page.

Please note that you will not be reimbursed for any ground transportation costs.

IF WE ARE REIMBURSING YOUR MEALS:

Your per diem will be calculated based on the time and date you left your home and the time and date you returned back home, so that we can calculate your per diem. The current federal per diem rate for Los Angeles County (including Pasadena) is \$66. You do not have to submit any meal receipts and for most attendees we will be reimbursing a flat rate for 4 workshop days only and not covering per diem on your travel days.

FOR EVERYONE:

After your trip is complete, please email your lodging receipt (meal receipts not necessary) to your travel coordinator.

Please Note:

- We can **NOT** accept receipts on-site before you return home.
- Prompt submission of your lodging receipt is *required* for a timely reimbursement. **All receipts must be submitted by August 1, 2019.**
- 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.
- For US-based attendees, reimbursements will be in the form of a check in U.S. dollars mailed to your home address—no exceptions.

For non US-based attendees, we are able to reimburse you via wire transfer in most cases. This can be arranged through your travel coordinator and the form is posted on the workshop webpage here: http://nexsci.caltech.edu/workshop/2019/Wire_Transfer_Information.docx

- Reimbursements will be in the form of a check in U.S. dollars mailed to your home address—no exceptions.
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Reimbursement Form: There should be an entry in each field. If a field does not apply (i.e. this expense was not part of your financial award), please write N/A.

Travel Report for 2019 Sagan Summer Workshop Attendees	
Travel Report for (name):	
Date of Departure (from home):	
Time of Departure (from home):	
Date of return (to home):	
Time of Return (to home):	
Lodging:	

Home Address: Please provide your home address below so that we may mail your reimbursement check.