

TRAVEL AND EXPENSE GUIDELINES

2026 SAGAN SUMMER WORKSHOP SUPPORTED ATTENDEES

EXPENSE REIMBURSEMENT DETAILS

GENERAL INFORMATION:

All expenses will be paid by the traveler and will be reimbursed after the traveler has returned home from the workshop. If you have any questions, please contact your travel coordinator Nancy Solis at Caltech/IPAC (nsolis@ipac.caltech.edu) or email us at sagan_workshop@ipac.caltech.edu.

International travelers, if we are covering your hotel and/or per diem costs, you will:

1. Be reimbursed for up to 7 nights at the workshop hotel, arriving on Saturday, July 18 and departing on Saturday, July 25. This allows you one day (Sunday, July 19) for time zone adjustment and optional attendance to the PROTO workshop.
2. Be reimbursed for up to 6 days of per diem at \$86 per day, plus adjusted per diem for two travel days at \$64.50 per day.

Domestic travelers, if we are covering your hotel and/or per diem costs, you will:

1. Be reimbursed for up to 6 nights at the workshop hotel, arriving on Sunday, July 19 and departing on Saturday, July 25.
2. PROTO workshop attendees will be reimbursed up to 7 nights at the workshop hotel, arriving on Saturday, July 18 and departing on Saturday, July 25.
3. Be reimbursed for up to 5 days of per diem or 6 days of per diem if attending the PROTO workshop at \$86 per day, plus adjusted per diem for two travel days at \$64.50 per day.

HOTEL RESERVATIONS:

All supported travelers must stay in the room block we've reserved at the [Pasadena Hotel](#), 0.5 miles from the Caltech campus.

Hotel reservation link: [SAGAN SUMMER WORKSHOP AT CALTECH Room Block](#)

FOR EVERYONE:

After your trip is complete, you will be asked to complete the short report below and provide your lodging receipt (if covered) to start the reimbursement process (meal receipts are not necessary).

Please Note:

- We will be in touch to complete the on-boarding process which is done through JPL.
- We will not accept receipts on-site.
- Prompt submission of your lodging receipt is required for a timely reimbursement. All receipts must be submitted by August 7, 2026.
- After your expense report is completed, it will be emailed to you for signature. Once the signed report is sent back, your reimbursement will be processed. Reimbursement will be either via check or wire transfer.

FY2026 IPAC Travel Report for 2026 Sagan Summer Workshop	
<i>Travel Report for (name):</i>	
Email address of traveler:	
Date of Departure (from home):	
Time of Departure (from home):	
Date of return (to home):	
Time of Return (to home):	
Lodging Cost (receipt included):	