

NExSci TRAVEL AND EXPENSE GUIDELINES - FY 2013

PLEASE READ THESE GUIDELINES CAREFULLY

GENERAL INFORMATION:

All travel arrangements should be made by the traveler. All expenses will be paid by the traveler and reimbursed by JPL after the traveler has returned home. Original receipts and the reimbursement form (see the end of this document) should be submitted to your NExSci travel coordinator following your return home. 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 NExSci travel coordinator.

AIRLINE TICKET:

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 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 business location. This cost is calculated at the time your signed expense report is audited by the JPL Travel Department.

LODGING:

You should book your own hotel room and will be reimbursed following your return home. The FY2013 maximum lodging rates can be found at: <http://www.gsa.gov/portal/category/100120> .

When you check out, you will need to pay for the room with your own credit card. The original hotel receipt must be mailed with the reimbursement form. You are allowed one safe arrival call (maximum \$7), however other personal phone calls will not be reimbursed. Daily internet charges at the hotel will be reimbursed if they are not included with the room rate.

RENTAL CAR:

If you wish to reserve a rental car, you may do so. JPL prefers that you make your reservation with Hertz if at all possible. Please do not take out insurance as you are covered by JPL even though you made the reservations yourself. The cost of any additional insurance will **not be reimbursed**.

If you wish to rent a car to use as your primary means of getting to/from your home to the business location (i.e. you are not flying in or do not live locally), you must first get approval from JPL Travel Accounting. Please contact your travel coordinator to arrange this before your trip.

PER DIEM:

You will be reimbursed a per diem for expenses for the days you were on Caltech/NExSci sponsored business. Be sure to include the time/date you left home and the time/date you returned back home so we can calculate your per diem, including partial days. Some meals will be provided as part of the symposium and the per diem rate will be adjusted for these meals. The current FY2012 per diem rates can be found at: <http://www.gsa.gov/portal/category/100120>

OTHER TRAVEL EXPENSES:

Other travel expenses such as taxis, shuttles, mileage, etc. will be reimbursed after you submit a signed expense report. This covers transportation to and from both your departure and arrival airports. Auto mileage between your residence and your departure airport can also be claimed at the prevailing GSA mileage reimbursement rate, along with long-term departure airport parking, if applicable. For reimbursement, **original** receipts are necessary for all expenses *except* meals.

FOR REIMBURSEMENT OF EXPENSES:

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 coordinator at the following address:

Caltech - IPAC
Attn: (travel coordinator name)
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 original receipts is *required* for a timely reimbursement. **All receipts should be submitted within 1 week of your return home.**
- 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: Please make an entry in each field. If a field does not apply, write N/A.

FY2013 NExSci Travel Report	
Travel Report for (name):	
Email address of traveler:	
Fax number of traveler:	
Date of Departure (from home):	
Time of Departure (from home):	
Date of return (to home):	
Time of Return (to home):	
Item Cost Notes:	
Shuttle from home to airport:	
Shuttle from airport to hotel:	
Shuttle from hotel to airport:	
Shuttle from airport to home:	
Parking at departure airport:	
Plane ticket:	
Rental Car:	
Parking at hotel:	
Lodging:	
Mileage from Home to Departure Airport:	
Mileage from Departure Airport to Home:	

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