

TRAVEL AND EXPENSE GUIDELINES FOR STUDENTS AND POSTDOCS Exploring Strange New Worlds

PLEASE READ THESE GUIDELINES CAREFULLY

The NASA Exoplanet Science Institute (NExSci) at Caltech appreciates your participation in the Strange New Worlds conference (May 1-6, 2011 in Flagstaff, AZ) and wishes to make your travel to and from the workshop as easy as possible.

By March 15, 2011 - register for the workshop before the early registration deadline:

<http://nexsci.caltech.edu/conferences/Flagstaff>

EXPENSE REIMBURSEMENT DETAILS

Please note that you will not necessarily be reimbursed for all of the expenses detailed below. Please refer to the Exploring Strange New Worlds: financial 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. All 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 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 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 U.S., you may travel one day earlier on the outbound portion of your trip. If you are combining your travel to the conference 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 conference venue. This cost is calculated at the time your signed expense report is audited by the JPL Travel Department.

GROUND TRANSPORTATION:

Due to extremely limited travel funds we are not able to reimburse ground transportation costs either between your home and the airport or on the ground in Arizona.

IF WE ARE REIMBURSING YOUR REGISTRATION FEE:

You must register on-line at the early registration rate (\$475) before the March 15, 2011 early registration deadline. After you return home from the workshop, you must mail in your registration receipt along with the reimbursement form below in order to be reimbursed.

IF WE ARE REIMBURSING YOUR HOTEL FEES:

If we are reimbursing your hotel fees, you must stay at one of the conference hotels. In order to make our limited travel funds go farther, we will be assigning roommates for those students who are awarded financial support for hotel fees. In order to avoid confusion, we will book these hotel rooms for you.

When you check out you will need to pay for the room with your own credit card and ask the hotel to split the bill into two parts. The original hotel receipt must be mailed along with the reimbursement form below in order to be reimbursed.

INTERNET CHARGES AT THE HOTEL:

Note that internet charges at the hotel will not be reimbursed. Free wireless internet will be available at the High Country Conference Center during conference hours.

IF WE ARE REIMBURSING YOUR MEALS:

In order to qualify for this reimbursement, you must provide us with 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, including partial days. You will not be reimbursed for the cost of meals provided as part of the conference or by your hotel (i.e. the Drury Inn provides a hot breakfast each day as part of the room package). The current federal per diem rate for Flagstaff is \$66. 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 meal 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 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 must be submitted by May 31, 2011.**
- 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 U.S. dollars mailed to your home address—no exceptions.

Reimbursement Form: There should be an entry in each field. If a field does not apply, please write N/A.

Travel Report for Strange New Worlds conference attendees (May 2011, Flagstaff, AZ)	
Travel Report for (name):	
Date of Departure (from home):	
Time of Departure (from home):	
Date of return (to home):	
Time of Return (to home):	
Plane ticket:	
Lodging:	
Workshop Registration Fee:	

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