

TRAVEL AND EXPENSE GUIDELINES FOR MICHELSON SUMMER WORKSHOP SPEAKERS

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

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 hotels, and other local information, please see: http://msc.caltech.edu/workshop/2007/local_info.html

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

You will also need to register for the workshop (a code will be emailed to you for free registration):

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

EXPENSE REIMBURSEMENT DETAILS

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 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.

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 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.

RENTAL CAR:

If you fly to the workshop and 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 will be covered by JPL even though you made the reservations yourself. Insurance which you sign for will **not be reimbursed**.

PARKING AT THE NACC:

Buses will be provided to transport the Workshop speakers and attendees between the local workshop hotels (see below) and the NACC; however, if you wish to drive a rental car, you will need to park on lab at the NACC. Please see the workshop's [local information page](#) for information on entering the Ames grounds and parking at the NACC.

LODGING:

This year we have 2 workshop hotels: the [Sundowner Inn](#) and the [County Inn](#). Each hotel is less than 2 miles from NASA Ames, and offers several amenities including free wireless internet access in guest rooms and a full breakfast each morning. Bus transportation will be provided between the workshop hotels and the workshop site.

A block of rooms at the July 2007 government rate (currently \$110/night single/double) has been set up at each hotel for workshop participants. To make a reservation at the Sundowner Inn call: (408) 734-9900, or 1-800-223-9901. To make a reservation at the County Inn call: (650) 961-1131, or 1-800-828-1132. For reservations at either hotel mention the group code: **Michelson Summer Workshop**. You will not be able to book a room in this block through the website. Rooms must be booked before June 22, 2007 to be eligible for the workshop rate. You will be reimbursed for your room charges and tax after your trip. Other charges to the room will not be reimbursed.

If you wish to make reservations at a different hotel and drive to the workshop yourself, be sure to check what the allowed maximum lodging rate is for the particular city you will be lodging in. For Sunnyvale / Palo Alto / San Jose, CA, the allowable lodging rate is \$110 plus tax per night. For information on other area hotels please see:

<http://naccenter.arc.nasa.gov/hotels.html>

<http://www.mountainview.net/hotels/index.html>

<http://www.sunnyvale.net/hotels/index.shtml>

PER DIEM:

After submitting a signed expense report, you will be reimbursed a per diem for expenses (i.e. meals and small miscellaneous charges such as tips, etc.). You will be reimbursed for the number of days that you attended the Michelson Summer Workshop. Be sure to include the time you left home and the time you returned back home so we can calculate your per diem, including partial days. The rate of per diem depends on the city in which you lodge, and is pro-rated on days in which meals are provided for 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 Sunnyvale / Palo Alto / San Jose, CA, this per diem rate is \$59 per day.

OTHER TRAVEL EXPENSES:

Other travel expenses such as taxis, shuttles, mileage, etc. will be reimbursed to you 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 at a rate of \$0.485 per mile can also be

claimed, 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 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 a field does not apply, write N/A.

Travel report for:	<your name>
---------------------------	-------------

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		
Lodging		
Workshop Registration Fee	\$0	
Mileage		
Home-departure airport		
Departure airport-home		
Misc. expenses		