

TRAVEL AND EXPENSE GUIDELINES - 2016 SAGAN SUMMER WORKSHOP ATTENDEES

PLEASE READ THESE GUIDELINES CAREFULLY

EXPENSE REIMBURSEMENT DETAILS

Please note that you will not necessarily be reimbursed for all of the expenses detailed below. Please refer to the "Sagan Summer Workshop 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. Please read the relevant section below for the expenses that NExScl will be reimbursing. 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:

You must make your own hotel reservations and if we are reimbursing your hotel fees you must stay at the Pasadena Sheraton where we have reserved a room block at the prevailing government rate.

Reservations at the Pasadena Sheraton can be made through this [reservation link](#).

This year we are not requiring that financial awardees share a room, however if you know another attendee and would like to share a room, we'd appreciate it so that our funds go further.

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 \$64. 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 August 12, 2016.**
- 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 (i.e. this expense was not part of your financial award), please write N/A.

Travel Report for 2016 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.