

## TRAVEL AND EXPENSE GUIDELINES - 2018 SAGAN SUMMER WORKSHOP SPEAKERS

**\*PLEASE READ THESE GUIDELINES CAREFULLY\***

### GENERAL INFORMATION:

All travel arrangements should be made by the traveler. Please read the relevant section below for the expenses that NExScI will be reimbursing. All expenses should be paid by the traveler and will be reimbursed after the traveler has returned home from the workshop, with the exception of airfares from international destinations (see Foreign Travel in the Airline Ticket section below). 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.

### AIRLINE TICKET:

**DOMESTIC TRAVEL:** If you are traveling to/from the workshop from a US destination, you should make your own airline reservations for a round trip, coach class ticket from your home institution, and you will be reimbursed for the airfare after your trip.

**FOREIGN TRAVEL:** If you are traveling to/from the workshop from an overseas destination, we will book your air travel. Your travel coordinator will work with you to get your desired flights but in order to comply with JPL/NASA travel regulations. Please note that the overseas portion must be with a US carrier and 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.

**FOR ALL TRAVELERS:** 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 round trip, 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.

In the event that your travel plans change, unused non-refundable fares are normally available for use, by the original traveler, for one year from the original ticket date if the flight is cancelled by midnight on the day of the flight. Change fees may apply. For unused domestic tickets, travel must normally be completed within one-year of the original ticket date. For unused foreign tickets, travel must be to a foreign destination, and begin within one-year of the original ticket date. In both cases, after the one-year period the ticket expires and cannot be used. Check with the specific airline for more information on the cancellation policy.

### PARKING AT CALTECH:

If you drive to the workshop and park at Caltech, you must follow the [Caltech parking regulations](#).

### 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 that you sign for will **not be reimbursed**.

### LODGING:

You must make your own hotel reservations and if we are reimbursing your hotel fees we ask that you stay at one of the two workshop hotels, the Pasadena Hilton or the Dusit, where we have reserved a room block at the prevailing government rate.

- [Pasadena Hilton reservation link](#)
- [Dusit reservation link](#)

### PER DIEM:

You will be reimbursed for the days that you attended the workshop. The current per diem rate for Pasadena is \$64 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 can also be claimed at the prevailing GSA mileage reimbursement rate, along with long-term departure airport parking, if applicable.

**FOR REIMBURSEMENT OF EXPENSES:**

*Ater your trip is complete*, please fill out the reimbursement form below, and email/fax it, along with your scanned copies of your receipts (meal receipts not necessary) to your travel coordinator.

**Please Note:**

- We can *NOT* accept receipts on-site before you return home.
- **All receipts must be submitted by August 9, 2018.**
- 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.

<b>Travel Report for 2018 Sagan Summer Workshop Speakers</b>	
<b>Travel Report for (name):</b>	
Date of Departure (from home):	
Time of Departure (from home):	
Date of return (to home):	
Time of Return (to home):	
<b>Item Cost Notes:</b>	
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:	
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.