

## TRAVEL AND EXPENSE GUIDELINES - 2019 SAGAN SUMMER WORKSHOP SPEAKERS

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

### GENERAL INFORMATION:

Please read the relevant section below for the expenses that NExScl will be reimbursing. 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. Please refer to the email sent separately detailing which expenses we will reimburse and the contact information for your travel coordinator.

### AIRLINE TICKET:

There are two choices for making your flight reservation:

1. Ask your travel administrator at IPAC to reserve/purchase the ticket using a Caltech credit card. Note that this is the safest option since it ensures that all JPL and NASA rules are followed.
2. Purchase the ticket yourself and then be reimbursed after the meeting.
  - a. Note that if you are combining any personal or other business to your travel on IPAC/NExScl business, you must purchase your own ticket.
  - b. Before you purchase your ticket, please contact your IPAC travel administrator to obtain an "Exception Memo" from JPL.

If you make your own airline reservations, it should be for a round trip, coach class ticket from your home institution, and you will be reimbursed for the airfare after your trip. If you are combining your travel with any personal business, 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 business location. 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. If the flight is not cancelled by this time, the ticket then loses all value. Change fees apply when an unused non-refundable ticket is re-booked. 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.

### 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:

Please make your own hotel reservations at the Pasadena Hilton hotel where we have reserved a room block at the prevailing government rate.

[Pasadena Hilton reservation link](#)

### PER DIEM:

You will be reimbursed for the days that you attended the workshop. The current per diem rate for Pasadena is \$66 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 1, 2019.**
- 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 2019 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.