

TRAVEL AND EXPENSE GUIDELINES - 2020 SAGAN SUMMER WORKSHOP ATTENDEES

PLEASE READ THESE GUIDELINES CAREFULLY

Please note that each recipient will receive an email detailing which expenses will be reimbursed and the name of your travel coordinator at IPAC/NExSci. All expenses should be paid by the traveler and will be reimbursed after the traveler has returned home from the workshop.

We have limited funds available and ask that you look for funds to cover as much of the travel and local costs as possible. We are not able to provide support for airfare. We may ask you to share a hotel room to make our funds stretch further.

IF WE ARE REIMBURSING YOUR HOTEL FEES:

We ask that you stay in the government-rate room block at the Pasadena Hilton using this link to make reservations: [Pasadena Hilton reservation link](#)

Financially supported attendees may be asked to share a hotel room with another attendee. Further information on the rooming situation will be provided in the notification emails sent on March 21. If rooms are shared, we will make the reservations for you by providing the hotel with a rooming list. If rooms are not shared, we ask that you make your own reservation using the link above.

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 our ability to reimburse ground transportation costs is limited and further information will be provided in the email notifying you of your level of support.

IF WE ARE REIMBURSING YOUR MEALS:

Your per diem reimbursement will be calculated based on the date/time you left home and the date/time you returned. The current federal per diem rate for Pasadena is \$66. You do not need to submit meal receipts to be reimbursed for your meals.

FOR EVERYONE:

After your trip is complete, please fill out the reimbursement form below, and email it, along with your scanned hotel receipt (meal receipts are not necessary) to your travel coordinator (contact information provided in the notification email sent on March 21).

Please Note:

- We cannot accept receipts on-site before you return home.
- All receipts must be submitted by August 7, 2020 for timely reimbursement.
- After your expense report is completed, it will be sent for your signature. Once the signed report is returned, your reimbursement will be processed.
- For domestic travelers, reimbursements will be in the form of a check in U.S. dollars mailed to your home address.
- International travelers can have their reimbursements sent via wire transfer (see http://nexsci.caltech.edu/workshop/2020/Wire_Transfer_Information.docx) for instructions.

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 2020 Sagan Summer Workshop Attendee: (name)	
Date of Departure (from home):	
Time of Departure (from home):	
Date of return (to home):	
Time of Return (to home):	
Lodging Amount:	

Domestic travelers, please provide your home address for the reimbursement check.

Last updated 2/7/20