

# TRAVEL AND EXPENSE GUIDELINES

## 2024 SAGAN SUMMER WORKSHOP SUPPORTED ATTENDEES

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### EXPENSE REIMBURSEMENT DETAILS

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*Due to limited travel funds, we are only able to support hotel and per diem expenses for non-speaker in-person attendees who are awarded travel support following the application process.*

*If you are awarded travel support from IPAC/NExScl, you must agree to participate in the hands-on sessions group projects, with informal presentations at the workshop on Friday, July 26. We also strongly encourage all those receiving travel support to submit a poster and/or POP presentation as part of their participation in the workshop.*

#### **GENERAL INFORMATION:**

All expenses will be paid by the traveler and will be reimbursed after the traveler has returned home from the workshop. If you have any questions please email us at [sagan\\_workshop@ipac.caltech.edu](mailto:sagan_workshop@ipac.caltech.edu) You will be assigned a travel coordinator at IPAC/NExScl if you are awarded travel support.

International travelers, if we are covering your hotel and/or per diem costs, you will:

1. Be reimbursed for up to 7 nights at the workshop hotel, arriving on Saturday, July 20, 2024 and departing on Saturday, July 27, 2024. This allows you one day (Sunday, July 21) for time zone adjustment.
2. Be reimbursed for up to 6 days per diem + adjusted per diem on two travel days at a rate of \$74 per day.

Domestic travelers, if we are covering your hotel and/or per diem costs, you will:

1. Be reimbursed for up to 6 nights at the workshop hotel, arriving on Sunday, July 21 and departing on Saturday, July 27.
2. Be reimbursed for up to 5 days per diem + adjusted per diem on two travel days at a rate of \$74 per day.

#### **HOTEL RESERVATIONS:**

All supported travelers must stay in the room block we've reserved at the nearby Pasadena Hotel. The link to make reservations will be provided to the successful applicants.

#### **FOR EVERYONE:**

After your trip is complete, you will be asked to complete the short report below and provide your lodging receipt (if covered) to start the reimbursement process (meal receipts are not necessary).

#### **Please Note:**

- We will be in touch to complete the on-boarding process which is done through JPL.
- We will not accept receipts on-site.
- Prompt submission of your lodging receipt is required for a timely reimbursement. All receipts must be submitted by August 9, 2024.
- After your expense report is completed, it will be emailed to you for signature. Once the signed report is sent back, your reimbursement will be processed. Reimbursement will be either via check or wire transfer.

<b>FY2024 IPAC Travel Report for 2024 Sagan Summer Workshop</b>	
<b><i>Travel Report for (name):</i></b>	
Email address of traveler:	
Date of Departure (from home):	
Time of Departure (from home):	
Date of return (to home):	
Time of Return (to home):	
Lodging Cost (receipt included):	