

GUIDELINES FOR FUNDED NASA TRAVEL REIMBURSEMENTS

The Michelson Science Center (MSC) at Caltech will be handling your travel reimbursement, and, if you wish, your travel reservations. It is our intention to make your travel as effective and painless as possible.

Your travel contact for NASA Keck TAC travel will be:

Shellie Hanna (rhanna@ipac.caltech.edu, 626-395-1806)

Ms. Hanna may, at her discretion, refer you to an alternate travel contact. Also, cc: all correspondence with your travel contact to the Michelson Fellows Program Administrator, Gerard van Belle (gerard@ipac.caltech.edu, 626-395-1931).

Email your travel contact no later than 3 weeks prior to your travel with your travel information; failure to do so may jeopardize your travel reimbursement.

IN ORDER TO START THE PAPERWORK NECESSARY FOR YOUR TRIP, PLEASE EMAIL THE FOLLOWING INFORMATION TO YOUR TRAVEL CONTACT:

- Home address (your reimbursement check will be mailed directly to your home)
- Name of your institution and fax number

IF YOU ARE REQUESTING ASSISTANCE WITH YOUR TRAVEL RESERVATIONS¹, PLEASE GIVE YOUR TRAVEL CONTACT THE FOLLOWING INFORMATION:

- Date of departure, approx. time, and airport you wish to depart from
- Date of return and approx. time
- Do you wish to have a rental car?
- Credit card number, with expiration date, is required in order to make hotel reservations for you if you do not wish to stay at the VSQ, or if you wish to have a rental car. *Do not send credit card information via email.*
- Please note that such requests should be made no later than 4 weeks prior to your travel; requests made after that time risk a lack of seat availability.

¹ Due to the heavy workloads of your travel contacts, we strongly encourage travelers to make their own travel reservations.

TRAVEL ARRANGEMENT DETAILS

AIRLINE TICKET:

The JPL Travel Reservations Department will provide airline reservations and a ticket (usually electronic). Should you choose, you may make your own airline reservations for a roundtrip, coach class ticket from your home institution, and you will be reimbursed for the airfare after your trip. **Please note for FOREIGN TRAVEL, the overseas portion must be with a US carrier or you will not be reimbursed.**

Arrival at your destination one day early is allowed. Arrival prior to that one day will result in non-reimbursable days (eg. lodging, rental car, per diem will not be paid for earlier days.) Departure should be no later than the day following the last day of your event. Despite cost savings that can potentially result from arriving a day early or staying a day late (eg. resulting in a Saturday-night stay), days outside the allowed stay window are non-reimbursable.

RENTAL CAR:

The JPL Travel office will reserve an intermediate size rental car for you with Hertz which will include all insurance coverages, if you make such a request with your travel contact. You will be covered for any damages incurred under JPL's contract with Hertz; **however, any upgrades or additional insurance which you sign for will not be reimbursed.**

If you prefer to make your own rental car reservations you may do so; however, you must contact your travel contact with your trip destination and travel dates so that he or she can create a Travel Authorization prior to your trip departure. **Failure to contact your travel contact, and in the event of an accident, JPL will not pay for damages.**

Please note: If you are under the age of 25, you may have difficulty obtaining a rental car due to rental car company restrictions. Please plan accordingly.

LODGING:

If you wish to make your own hotel reservations, be sure to check what the allowed maximum lodging rate is for the particular city you will be lodging in.²

You are allowed one safe arrival call to your home (maximum is \$5); however, other personal phone calls will not be reimbursed.

² This is easily done by Googling 'federal domestic per diem'.

PER DIEM:

After submitting an expense report, you will be reimbursed a per diem for expenses for meals and small miscellaneous charges such as tips, etc. You will be reimbursed for the number of days that you were on MSC business. The days are broken up into four quarters (midnight to 6:00am; 6:01am to noon; noon to 6:00pm, 6:01pm to midnight). Be sure to include the time you left home and the time you returned back home so we can calculate your per diem, including partial days. The rate of per diem depends on the city in which you lodge, and is pro-rated if given meals are included on any given day.

OTHER TRAVEL EXPENSES:

Other travel expenses such as taxi, shuttles, gasoline, etc. will be reimbursed to you after you submit the expense report. This covers transportation to and from both your departure and arrival airports. Auto mileage between your residence and your departure airport at a rate of \$0.375 per mile can also be claimed, along with long-term departure airport parking, if applicable. For reimbursement, **original** receipts are necessary for all expenses except meals.

FOR REIMBURSEMENT OF EXPENSES:

After your trip is complete, please mail your **original** receipts (meal receipts not necessary) to your travel contact at the following address:

Caltech - IPAC
ATTN: Shellie Hanna (*or alternate travel contact, as assigned*)
770 S. Wilson Ave. MS 100-22
Pasadena, CA 91125

A suggested report outline is provided at the end of this document- this form *is not required*. **Prompt submission of receipts is *required* for a timely reimbursement.**

Sample expense report (it is helpful for organizing your expenses *but is not required*):

NASA supported by the Michelson Science Center

Travel Report Form

Travel report for:	
Institution:	
Home address:	
email address:	
fax number:	

Date/time of departure:	
Date/time of return:	

Item	Cost / Value (if any)	Notes from Traveler	Comments
Mileage			
Home-departure airport			If you drove yourself to your departure airport, Travel will reimburse \$0.375/mile
Departure airport-home			
Parking at departure airport			
Shuttle/taxi to departure airport			
Shuttle/taxi from arrival airport to destination			
Shuttle/taxi to destination back to arrival airport			
Shuttle/taxi from departure airport			
Plane ticket			
Rental car			
Lodging			Government rate for Pasadena is \$100/day.
Per diem			Travel will use dates/times above and calculate this number for you; government rate for Pasadena is \$51 per day
Misc. expenses			Please indicate why any listed expenses were directly incurred as a result of your travel

References

Receipts as appropriate for plane ticket, rental car, shuttles, taxis, etc. (but are not required for per diem)

(Note that many of the line items in this sample report may merely be zero, depending on specific transportation utilized, etc.)