

NASA Exoplanet Science Institute (NExSci) TRAVEL AND EXPENSE GUIDELINES - 2009

PLEASE READ THESE GUIDELINES CAREFULLY

GENERAL INFORMATION:

All travel arrangements should be made by the traveler. All expenses will be paid by the traveler and reimbursed by JPL after the traveler has returned home. Original receipts and the reimbursement form (see the end of this document) should be submitted to your NExSci travel coordinator following your return home. 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 NExSci travel coordinator.

AIRLINE TICKET:

You should 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. Your airline ticket 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. If you are combining your travel to Caltech/NExSci with any personal travel, you will be reimbursed the cost of your ticket *up to* the cost of a roundtrip, coach class ticket between your home and Pasadena. This cost is calculated at the time your signed expense report is audited by the JPL Travel Department.

LODGING:

You should book your own hotel room and will be reimbursed following your return home. The FY2009 maximum lodging allowed for Los Angeles county (including Pasadena) is \$135 per day and you will not be reimbursed for more than this amount. For information on Caltech area lodging, see: <http://www.admissions.caltech.edu/visiting/accommodations>

When you check out, you will need to pay for the room with your own credit card. The original hotel receipt must be mailed with the reimbursement form. You are allowed one safe arrival call (maximum \$7), however other personal phone calls will not be reimbursed. Daily internet charges at the hotel will be reimbursed.

RENTAL CAR:

If you 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 are covered by JPL even though you made the reservations yourself. The cost of any additional insurance will **not be reimbursed**.

PARKING AT CALTECH:

If you wish to drive a rental car to NExSci/Caltech, you must follow the Caltech parking regulations (<http://parking.caltech.edu/regulations.html>) and purchase a permit to park in one of the Caltech parking lots/structures (<http://parking.caltech.edu/permits.html#visitor>). Parking charges will be reimbursed with valid receipts.

Between 7 am and 5 pm on weekdays, you must have a Caltech parking permit in order to park in one of the Caltech parking areas/structures. Permits are only valid for parking in designated "commuter zones". Street parking is regulated by the city of Pasadena and is not recommended. Parking structure #3, along California Blvd., is the closest parking structure to NExSci (see http://parking.caltech.edu/Parking_Zone_Map.pdf).

Visitor permits may be purchased at the rate of \$2 for the first hour, \$1 per subsequent hour up to \$6 per day, or \$18 per week. A \$6 daily permit is valid through the end of the business day on which the permit is purchased. Visitor parking permits may be purchased at automated pay

stations located in the parking areas (see map http://parking.caltech.edu/Parking_Zone_Map.pdf).

PER DIEM:

You will be reimbursed a per diem for expenses (i.e. meals and small miscellaneous charges such as tips, etc.) for the days you were at Caltech/NExScl on sponsored business. Be sure to include the time and date you left home and the time and date you returned back home so we can calculate your per diem, including partial days. The current FY2009 per diem rate for Pasadena is \$71 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, **original** receipts are necessary for all expenses *except* meals.

FOR REIMBURSEMENT OF EXPENSES:

After your trip is complete, please fill out the reimbursement form below, and mail it, along with your **original** receipts (meal receipts not necessary) to your travel coordinator at the following address:

Caltech - IPAC
Attn: (travel coordinator name)
770 S. Wilson Ave. MS 100-22
Pasadena, CA 91125

Please Note:

- We can *NOT* accept receipts on-site before you return home.
- Prompt submission of reimbursement form and original receipts is *required* for a timely reimbursement. **All receipts should be submitted within 1 week of your return home.**
- 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.

Please see the next page for the travel reimbursement form.

Reimbursement Form: Please make an entry in each field. If a field does not apply, write N/A.

2009 NExSci Travel Report	
<i>Travel Report for (name):</i>	
Email address of traveler:	
Fax number of traveler:	
Date of Departure (from home):	
Time of Departure (from home):	
Date of return (to home):	
Time of Return (to home):	
<i>Item Cost Notes:</i>	
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:	
Parking at hotel:	
Parking at Caltech:	
Lodging:	
Mileage from Home to Departure Airport:	
Mileage from Departure Airport to Home:	