

## TRAVEL AND EXPENSE GUIDELINES - 2018 SAGAN SUMMER WORKSHOP ATTENDEES

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

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### EXPENSE REIMBURSEMENT DETAILS

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*Please note that you will not necessarily be reimbursed for all of the expenses detailed below. Each recipient will receive an email detailing which expenses will be reimbursed.*

#### **GENERAL INFORMATION:**

All travel arrangements should be made by the traveler. Please read the relevant section below for the expenses that will be reimbursed by NExScl. All expenses should be paid by the traveler and will be reimbursed after the traveler has returned home from the workshop. 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.

#### **IF WE ARE REIMBURSING YOUR HOTEL FEES:**

Update: Due to the unusually high number of requests for travel support, we are awarding support for shared hotel rooms allowing us to support almost twice the number of student and postdoc attendees.

Since rooms will be shared, we will make the reservations for you by providing the hotel with a rooming list. The majority of shared rooms will be at the Pasadena Hilton although some may be at the Dusit or the Saga motel.

~~You must make your own hotel reservations and if we are reimbursing your hotel fees you must stay at one of the two workshop hotels, the Pasadena Hilton or the Dusit, where we have reserved a room block at the prevailing government rate.~~

- ~~• [Pasadena Hilton reservation link](#)~~
- ~~• [Dusit reservation link](#)~~

~~We are not requiring that financial awardees share a room, however if you know another attendee and would like to share a room, we'd appreciate it so that our travel support funds can go further.~~

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 you will not be reimbursed for any ground transportation costs.

#### **IF WE ARE REIMBURSING YOUR MEALS:**

Your per diem will be calculated based on the time and date you left your home and the time and date you returned back home, so that we can calculate your per diem. The current federal per diem rate for Los Angeles County (including Pasadena) is \$64. To be reimbursed for your meals, you will need to fill out and mail in the reimbursement form below, but do not have to submit any meal receipts.

#### **FOR EVERYONE:**

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 the reimbursement form and scanned receipts is *required* for a timely reimbursement. **All receipts must be submitted by August 9, 2018.**
  - 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 U.S. dollars mailed to your home address—no exceptions.
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**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.

<b>Travel Report for 2018 Sagan Summer Workshop Attendees</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):	
Lodging:	

**Home Address:** Please provide your home address below so that we may mail your reimbursement check.