**TRAVEL AND EXPENSE GUIDELINES - 2022 SAGAN SUMMER WORKSHOP ATTENDEES**

*PLEASE READ THESE GUIDELINES CAREFULLY*

---

**EXPENSE REIMBURSEMENT DETAILS**

*Each attendee will receive an email detailing which expenses will be reimbursed. 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. Travel support award applications are due March 24 and notifications will be emailed by April 15.*

All recipients of travel funding must agree to follow the COVID guidelines in place at the time of the workshop and also complete the vaccine verification process described on the main workshop website.

**GENERAL INFORMATION:**

Please read the relevant section below for the expenses that will be reimbursed by NExScI. 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:**

The prevailing government rate for Pasadena ($182++) and this is the maximum amount that we can reimburse your hotel fees. We will have some room blocks available at local Pasadena hotels at this rate and will share that information with in person attendees.

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 $74. You do not have to submit any meal receipts. For most attendees, we will be reimbursing a flat rate for 5 workshop days only and not covering per diem on your travel days.

**FOR EVERYONE:**

After your trip is complete, please email your lodging receipt (meal receipts not necessary) to your travel coordinator. The contact information for your travel coordinator will be provided when you are notified of your travel award.

**Please Note:**

- We can NOT accept receipts on-site before you return home.
- Prompt submission of your lodging receipt is **required** for a timely reimbursement. **All receipts must be submitted by August 10, 2022.**
- 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.
- For US-based attendees, reimbursements will be in the form of a check in U.S. dollars mailed to your home address—no exceptions.

For non US-based attendees, we are able to reimburse you via wire transfer in most cases. This can be arranged through your travel coordinator and the form is posted on the workshop webpage here: [http://nexsci.caltech.edu/workshop/2022/Wire_Transfer_Information.docx](http://nexsci.caltech.edu/workshop/2022/Wire_Transfer_Information.docx)

Last updated 2/17/22