

TRAVEL AND EXPENSE GUIDELINES - 2012 SAGAN SUMMER WORKSHOP ATTENDEES

PLEASE READ THESE GUIDELINES CAREFULLY

The NASA Exoplanet Science Institute (NExSci) at Caltech appreciates your participation in the 2012 Sagan Summer Workshop and wishes to make your travel to and from the workshop as easy as possible.

By June 15 - register for the workshop before the early registration deadline:

<http://nexsci.caltech.edu/workshop/2012/>

EXPENSE REIMBURSEMENT DETAILS

Please note that you will not necessarily be reimbursed for all of the expenses detailed below. Please refer to the "Sagan Summer Workshop Support" email previously sent to you to see which of your expenses are eligible for reimbursement. The name of your travel coordinator was also included in this email.

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 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 AIRFARE:

DOMESTIC TRAVEL: If you are traveling to/from the workshop from a US destination, 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.

FOREIGN TRAVEL: If you are traveling to/from the workshop from an overseas destination, **we will book your air travel.** Your travel coordinator will work with you to get your desired flights but in order to comply with JPL/NASA travel regulations, we will book your tickets. Please note that the overseas portion must be with a US carrier and 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.

FOR ALL TRAVELERS: If you are combining your travel to the workshop 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 the workshop venue. This cost is calculated at the time your signed expense report is audited by the JPL Travel Department.

IF WE ARE REIMBURSING YOUR REGISTRATION FEE:

You must register for the workshop on-line before the June 15, 2012 early registration deadline. You will be reimbursed for your registration fee up to the early registration rate of \$275. After you return home from the workshop, you must mail in your registration receipt along with the reimbursement form below in order to be reimbursed.

IF WE ARE REIMBURSING YOUR HOTEL FEES:

In order to make our funds go further, if you are awarded lodging as part of your financial assistance, we will pair you up with a roommate of the same gender and make your room reservation at the Pasadena Hilton. If you do not wish to share a hotel room, we will reimburse you for half the cost of your lodging.

When you check out, you will need to pay for the room with your own credit card. In order to be reimbursed, the original hotel receipt must be mailed with the reimbursement form.

Due to the many different area airports and participant arrival times, we will not be coordinating transportation from the airports to the workshop hotel. Transportation options between area airports and the hotel are discussed on the local information page (http://nexsci.caltech.edu/workshop/2012/local_info.html). Please note that you will not be reimbursed for any ground transportation costs.

INTERNET

Please note that our contract with the Hilton includes complimentary internet for all rooms. Therefore you will not be reimbursed for internet usage in the hotel.

IF WE ARE REIMBURSING YOUR MEALS:

In order to qualify for this reimbursement, you must provide us with 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, including partial days. You will not be reimbursed for the cost of meals included in the workshop registration: lunches on Monday-Wednesday-Friday and dinner on Thursday. The current federal per diem rate for Los Angeles county (including Pasadena) is \$71. 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 reimbursement form and original receipts is *required* for a timely reimbursement. **All receipts must be submitted by August 17, 2012.**
 - 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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Please see the next page for the travel reimbursement form.

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.

Travel Report for 2012 Sagan Summer Workshop Attendees	
Travel Report for (name):	
Date of Departure (from home):	
Time of Departure (from home):	
Date of return (to home):	
Time of Return (to home):	
Plane ticket:	
Lodging:	
Workshop Registration Fee:	

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