

TRAVEL AND EXPENSE GUIDELINES - 2012 SAGAN SUMMER WORKSHOP SPEAKERS

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

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, with the exception of airfares from international destinations (see Foreign Travel in the Airline Ticket section below). 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.

AIRLINE TICKET:

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.

PARKING AT THE HILTON AND CALTECH:

Buses will be provided to transport the Workshop speakers and attendees between the workshop hotel, the Pasadena Hilton and Caltech, and we encourage you to use these buses. However, if you wish to drive a rental car to the workshop site, you will need to park at Caltech. Please see the workshop's local information page (http://nexsci.caltech.edu/workshop/2012/local_info.html) for parking regulations at Caltech. Parking charges will be reimbursed with valid receipts.

RENTAL CAR:

If you fly to the workshop and 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 will be covered by JPL even though you made the reservations yourself. Insurance which you sign for will **not be reimbursed**.

LODGING:

You must make your own hotel reservations. Blocks of rooms are reserved at the Pasadena Hilton for workshop participants. Rooms must be reserved by June 21, 2012 to qualify for the workshop rate. Click on the following link to make your hotel reservation: http://www.hilton.com/en/hi/groups/personalized/P/PASPHHF-SAGAN-20120720/index.jhtml?WT.mc_id=POG

Additional information can be found on the local information page for the workshop: http://nexsci.caltech.edu/workshop/2012/local_info.html.

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. You are allowed one safe arrival call (maximum \$7), however other personal phone calls will not be reimbursed.

If you wish to make reservations at a different hotel in the Pasadena area, please remember that the FY2012 maximum lodging allowed for Los Angeles county (including Pasadena) is \$125; you will not be reimbursed for more than this amount. Information on other hotels in Pasadena can be found on the local information page (http://nexsci.caltech.edu/workshop/2012/local_info.html)

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.

PER DIEM:

After submitting a signed expense report, you will be reimbursed a per diem for expenses (i.e. meals and small miscellaneous charges such as tips, etc.). You will be reimbursed for the number of days that you attended the Sagan Summer Workshop. 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. During the workshop, box lunches will be provided on Monday, Wednesday and Friday and dinner will be provided on Thursday. Therefore you will not be reimbursed for these meals. The current 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 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 US dollars mailed to your home address—no exceptions.

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

Travel Report for 2012 Sagan Summer Workshop Speakers	
Travel Report for (name):	
Date of Departure (from home):	
Time of Departure (from home):	
Date of return (to home):	
Time of Return (to home):	
Item Cost Notes:	
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:	
Lodging:	
Workshop Registration Fee:	
Mileage from Home to Departure Airport:	
Mileage from Departure Airport to Home:	

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