

Travel Reimbursement Guide

NSF Discovery Informatics Workshop

February 2-3, 2012

Your social security number is required for reimbursement. For security purposes, you should not send this by email. Please print and fill out this form and bring it to the workshop.

Attendee Name	
Mailing address	
Email	
Social Security#	

INSTRUCTIONS

The following will be reimbursed with submission of original “itemized” receipts:

1. Airfare – (copy of e-ticket itinerary is okay for this expense) Flights must be booked as a round trip from the home city to Washington, be reasonably priced, and have economy fare. If your travel plans involve other stops or have any questions about flight arrangements, please contact the organizers before booking the tickets regarding the requirements for reimbursement in those cases.
2. Airfare is preferred but Mileage for personal vehicle use will be reimbursed at 55 cents per mile with prior approval. When claiming mileage as reimbursement you must clearly identify: Full Address of the trip’s origin and destination and number of miles traveled per excursion. (a printout of an online mapping directions showing the mileage can be submitted).
3. Ground Transportation and meals not provided at the workshop will be reimbursed when receipts are provided and expense is within reason. Meal receipts need to be “actual” and must be in detail showing that food was consumed (alcohol is not reimbursable & you must note it on receipt so it can be deducted) if a detailed receipt is not given please ask

for a written one with their Company name stamped on it and must be accompanied by proof of payment.

Hotel room charges will be paid directly from the workshop account. Room Internet charges and other incidental expenses will not be covered.

Reimbursements must be pre-approved by the organizers. Car rental, Internet and/or others expenses will not be reimbursed.

Please keep copies of receipts for your records.

Any reimbursement requests received after February 15, 2012 will not be honored.

Please mail receipts to:

USC/ISI
Attn: Alma Nava
4676 Admiralty Way #1001
Marina del Rey, CA 90292

If there are any questions please send email to Alma Nava at anava@isi.edu with NSF DIW Reimbursement in the subject line.