

**Travel Reimbursement Policy
National Diversity Equity Workshop (NDEW) 2013**

Reimbursable Expenses

Our budget will allow us to reimburse the reasonable and customary travel expenses delineated below, subject to the specifications outlined in this document.

<i>Type of expense</i>	<i>Reimbursable costs</i>
Air travel	<ul style="list-style-type: none"> Economy fare purchased at advance fare rates with U.S.-flag carriers, unless extenuating circumstances are discussed with us in advance
Long-distance rail travel (e.g., Amtrak)	<ul style="list-style-type: none"> Economy fare purchased at advance fare rate (if applicable), unless extenuating circumstances are discussed with us in advance
Local/regional public transit	<ul style="list-style-type: none"> Fares to and from the workshop location
Ground transportation	<ul style="list-style-type: none"> Costs between point of origin* and home airport/train/public transit station and between the destination airport/train/public transit station and the workshop location
Travel by personal vehicle	<ul style="list-style-type: none"> Actual mileage between your point of origin* and the workshop location, at the federal reimbursement rate (currently \$0.565/mile) Parking at the workshop location
Lodging	<ul style="list-style-type: none"> Room charges at the Westin Arlington NDEW conference rate (\$224/night + tax = \$246.40/night) for lodging between April 14th and 17th
Meals	<ul style="list-style-type: none"> Actual cost of meals not provided by NDEW during workshop-related travel between April 14th and 17th

*Point of origin = home or workplace, unless otherwise discussed with us in advance.

Non-reimbursable Expenses

We are unable to reimburse the following under any circumstances:

- alcoholic beverages and
- miscellaneous personal, incidental, transportation, or lodging expenses and charges (including, but not limited to, travel insurance, cancellation fees, cleaning fees for in-room smoking, internet fees, in-room entertainment charges, phone charges, etc.).

When reserving your room at the Westin, please note:

- Cancellations within 72 hours of check-in are subject to a cancellation fee equal to one night's stay. Should extenuating circumstances (e.g., extreme weather, family emergency) necessitate you cancelling your room reservation, the situation should be discussed with the hotel and with OXIDE to determine if this fee can be waived.
- The Westin is a smoke-free hotel, and guests are responsible for the \$200 cleaning fee for in-room smoking.

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Reimbursement Procedure

All reimbursements are subject to Georgia Tech policies and procedures, *must be mailed as a single packet of appropriate documentation to Ms. Dione Morton at the address below no more than 30 days after NDEW-related travel has concluded*, and require the documentation described below:

- A completed, signed Travel Expense Statement (available at NDEW 2013 and/or the [NDEW 2013 website](#) in April).
- Original receipts detailing the cost of air/train fare (with method of payment clearly indicated), ground transportation, lodging, and/or parking.
- Original receipts for meals must be itemized and display the vendor name.
- Receipts should be taped to 8½" x 11" sheets of paper (if not already that size).
- If public transit receipts are not available, a statement to that effect must be provided.
- If driving to the workshop, the address of origin must be noted to calculate mileage.

Travel-related Point-of-Contact

All travel-related questions and correspondence should be directed to:

Ms. Dione Morton, Faculty Support Coordinator
School of Chemistry & Biochemistry
Georgia Institute of Technology
901 Atlantic Dr.
Atlanta, GA 30332-0400

Phone: (404) 894-1180

Fax: (404) 894-7452

Email: dione.morton@chemistry.gatech.edu

Considerations for Minimizing Travel Costs

Particularly in light of the current financial climate, OXIDE endeavors to be good stewards of federal funds. Please take the following into consideration when reserving your flights.

- Booking directly from an airline website *at least 14 days in advance* usually affords the lowest fares and allows travelers to avoid paying a travel agent fee.
- Fares can fluctuate considerably over the course of a week—i.e., the least expensive fares can often be purchased on Tuesdays, while fares purchased on Mondays and weekends can be up to several hundred dollars more for the same dates and flights.
- If less expensive fares are found soon after booking, [airlines are required to allow passengers to cancel their reservation without penalty](#) within 24 hours of purchasing a ticket, provided the reservation is made at least one week in advance of departure. Check airline websites for additional details, as policies may vary. For example, Delta actually allows cancellation through 11:59 PM of the day *following* purchase—e.g., 11:59 PM on Tuesday for a purchase made any time on Monday.
- [Kayak.com](#) can be a useful tool for comparing prices and schedules across airlines.