

Travel Reimbursement Instructions

NSF Big Data Regional Innovation Hubs National Meeting

Eligibility

Travel expenses may be reimbursed at the discretion of the steering committee and subject to availability of funds.

You are eligible to apply for travel reimbursement if *all* the following apply:

1. You are representing a nonprofit organization or educational institution,
2. you indicated during online registration that you would apply for reimbursement, *and*
3. you properly complete and submit the reimbursement form, with receipts, by the due date.

Covered Expenses

You may submit the following expenses for reimbursement if they are accompanied by receipts. See the next page for detailed policies on these expenses.

- Hotel
- Airfare
- Ground transportation
- Parking
- Meals (only when not provided by the conference. Note that alcohol will not be covered.)

Submission Deadline

Expense reports and all accompanying receipts must be submitted by Friday, December 11, 2015.

Process

You may submit your expenses online or by mail.

Online

Complete the form at <https://www.usenix.org/expense-report> and save ("print") it as a PDF file. Scan your receipts into a single file, include your surname in the file name, and submit it with the PDF to reimbursement@usenix.org.

By mail

Complete the form at <https://www.usenix.org/expense-report> and print it. Photocopy your receipts and mail the package to

Reimbursements
USENIX Association
2560 Ninth St., Ste 215
Berkeley, CA 94710

Continue reading next page for reimbursement policies.

USENIX Association Travel Reimbursement Policies

USENIX will reimburse for reasonable travel expenses in accordance with customary business practices and where attendees provide receipts with their timely requests for reimbursement. Unless otherwise agreed upon in writing prior to travel, the following guidelines will be used for travel expense reimbursement. If you have any questions about these policies, please contact reimbursement@usenix.org.

Transportation

Conference attendees are expected to use best efforts to travel as cost effectively as possible. Selecting luxury transportation may result in a denial of reimbursement.

- *Air Travel* will only be reimbursed at the tourist or coach fare level for the most direct route on a scheduled airline. Luggage fees are eligible for reimbursement. Note: You must submit airline receipts showing payment. *Flight confirmations are not sufficient.*
- *Taxi or airport shuttle* transportation will be reimbursed except where free hotel shuttles are available.
- *Limousine* transportation is not reimbursable, unless the rate is equal to or less than that of taxi or airport shuttle.
- *Personal auto use* will be reimbursed at the current IRS statutory mileage rate, up to the equivalent rate for air travel at the coach fare for the same itinerary. Tolls will also be reimbursed.
- *Car Rentals* will be reimbursed for travel to and from the event when used in lieu of plane travel. Please select an economy vehicle.

Hotel

Lodging will be reimbursed for a maximum of three nights. USENIX will not reimburse personal expenses such as hotel gift shop purchases, movies, laundry, sundries, and other similar expenses.

Meals

Meals not provided at the conference will be reimbursed up to a daily maximum of \$71 per IRS guidelines for Arlington, Virginia. See below for an example of how the daily meal maximum might be divided. Note that we do not pay per diems; we only reimburse actual expenses. ***Meal receipts are required.***

Location	Arlington, Virginia
Daily Meal Allowance	\$71
<i>Approximate Breakdowns:</i>	
Breakfast	\$12
Lunch	\$18
Dinner	\$36
Incidentals	\$5

Meal receipts are required.

If you dine with a group of people, you will need to request a separate receipt to submit. Charges for alcoholic beverages will not be reimbursed; please do not include them in your expense claim.