



The iPlant Collaborative

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www.iplantcollaborative.org

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Please read all information contained in this document prior to planning and arranging your trip to the iPlant Collaborative event. The iPlant Collaborative is a federally funded grant administered through the University of Arizona and reimbursement for your travel expenses is subject to the National Science Foundation and University of Arizona Travel Policies. For questions, please contact: 411@iplantcollaborative.org or call: 520-626-0957

iPlant Meeting and Travel Information

STEP 1: Register for Your Meeting and Complete the Visitor Information Form

- Your email invitation entitled “**Invitation and Online Registration for iPlant 2010**” contains instructions to register online for your meeting. iPlant’s online registration system collects participants’ data to help us provide proper accommodations, meal options, and other services as well as reporting purposes for the annual report to the National Science Foundation.
- The Visitor Information Form (VIF) is required by the University of Arizona and must be completed as part of your registration. The form requests your Social Security Number and your home address. We are required to obtain your SSN and send your reimbursement to a home address. If you have concerns regarding your SSN, please contact Tina Lee at 520-626-0957.
- If after registering for the meeting your travel plans change or you are no longer able to attend the meeting, please help us avoid hotel penalties by calling 520-626-0957 or emailing 411@iplantcollaborative.org so we can change or cancel your room reservation.

STEP 2: Arrange Your Air Travel/Ground Transportation

- Please book your own economy airfare (which will be reimbursed by iPlant after the conclusion of the event) at least 14 days in advance of your arrival date. iPlant can only reimburse for economy air travel on U.S.-flag air carrier.
- When necessary, iPlant will reimburse participants for checked baggage.
- For those attendees who choose to drive to the meeting, iPlant has the discretion to offer reimbursement equal to the State of Arizona mileage rate for the round-trip drive or a 14-day advance purchase air fare, whichever is lower.
- Upon arrival at your destination airport, please take a taxi, or hotel shuttle if available, to the hotel/meeting venue. If a fare is charged, please remember to get a receipt from the driver.

STEP 3: At the Meeting and Getting Reimbursed

Hotel Accommodations:

- iPlant will reserve and pay for your sleeping room and room taxes upon receipt of your online registration and Visitor Information Form (VIF).
- All other incidental room charges, e.g., phone calls and movies, you charge to your room will not be reimbursed.
- iPlant will pay for internet charges in your sleeping room and in the meeting spaces.

Meals:

- iPlant will reimburse you for meals during travel and for those not otherwise provided at the event. iPlant will not reimburse if you choose not to eat meals provided.
- If you have dietary restrictions or special needs, please indicate these on your online registration so we can make every effort to accommodate them.
- iPlant cannot reimburse for any alcohol.

Reimbursable Expenses:

- Only eligible expenses that can be documented by original, itemized receipts will be reimbursed. Eligible expenses may include but are not limited to: airfare, airport or event parking, checked bag fees, meals in transit and ground transportation.
- For mileage reimbursement, the University of Arizona requires an itinerary from MapQuest.com with beginning and end points clearly defined.
- Reasonable gratuities (15-18%) for service (drivers, food service, maid service, etc.) require documentation (e.g. a receipt) in order to be reimbursed.
- At the meeting, attendees will receive a letter outlining the reimbursement process, a form to return with receipts and a pre-addressed stamped envelope for sending their original, itemized receipts to iPlant.
- Expense reimbursement requests should be made in a timely manner.
- Reimbursements will take approximately 4-6 weeks to process from the date of receipt of all original, itemized receipts by iPlant. Failure to submit all information may result in additional processing time.

***** SPECIAL NOTES*****

- In some circumstances, particularly for participants from abroad, we may request that you extend your stay to reduce costs. iPlant will reimburse you for accommodation and meal expenses for that period.
- If you require a formal letter of invitation from iPlant briefly outlining the purpose of your visit in order to attend the meeting or enter the U.S., please contact us at 411@iplantcollaborative.org as soon as possible.
- For all non-U.S. citizens, iPlant is required to make a copy of your passport, I-94,

and, depending on your visa, other documentation during your visit. Please contact an iPlant staff member upon arrival to complete and photocopy the necessary forms and documents. This requirement applies to citizens of other countries presently in the U.S. Please note that iPlant cannot process your expense reimbursements without this documentation.

NSF/iPlant Travel Policies

Air/Ground Transportation and Hotel Lodging:

1. Once attendees have made their travel plans and tickets have been purchased, it will be the responsibility of the attendee to pay for any non-emergency ticket changes. Emergency ticket changes (such as family or medical issues, etc.) are addressed upon a case-by-case basis and may not be approved or reimbursed by iPlant.
2. Long distance driving reimbursement requests will be evaluated on a case-by-case basis.
3. Requests for an exemption to coach-class travel for medical reasons will be evaluated on a case-by-case basis.
4. In the event a U.S.-flag carrier is not available, iPlant will evaluate this on a case-by-case basis.
5. iPlant will not reimburse for limousines; rental cars will be considered on a case-by-case basis with advance permission.
6. iPlant is limited by the U.S. Government's per diem rates for lodging.
7. iPlant will pay for attendees' lodging for the dates of the meeting, usually including one day prior to the meeting and departure the afternoon or evening of the last meeting day. iPlant will pay for an additional overnight stay following the meeting's adjournment, if required by return flight schedules.
8. iPlant cannot accommodate spouses, children, or other guests not invited by iPlant to the event.

Reimbursement:

1. iPlant provides reimbursement in U.S. dollars. Attendees wishing to receive reimbursement in alternative currencies or wire transfers will be responsible for the payment (or deduction from reimbursement amounts) of all currency conversion fees. Historically these fees have been \$20 for alternative currencies and \$45 for wire transfers.

Web Sites With Federal and NSF Travel Policies:

1. Office of Management and Budget (OMB), Circular A-21, #53 Travel Costs - http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html
2. NSF Grant Policy Manual, #05-131, #614 Travel Costs - http://www.nsf.gov/pubs/manuals/gpm05_131/gpm6.jsp#614
3. U.S. General Services Administration (GSA) Per Diem Rates - <http://www.state.gov/m/a/als/>