

Dear Travel Grant Awardees:

Please review the attached Reimbursement Form for your travel grant. Please print out the form and mail it, with your receipts, to the HSS Executive Office (440 Geddes Hall; University of Notre Dame; Notre Dame, IN 46556).

All expenses related to travel to and from the 2010 HSS-PSA Meeting in Montréal, QC are applicable for reimbursement. This includes plane fare, cab service to and from the airport, and mileage, gas and/or train fees. This does not include car rental for use during the meeting.

If you pay for anything online, make sure to print out a page that specifically includes the following information:

- Your name
- Notation of what the service was. (Airline ticket, shuttle rental)
- A credit card number indicating payment (usually it looks like: xxxx-xxxx-xxxx-1234) – and a \$0.00 balance.
- The word “receipt” somewhere on the page.

Please DO NOT send itineraries or boarding passes – these do not qualify for reimbursement. Please make sure to send the actual receipt(s) for your travel expense(s).

Two important notes about NSF airline ticket receipt requirements:

- 1) With the increase in online availability, many people purchase their flights via the Internet. However, we still need a receipt for the flight. Make sure, when you are paying for your ticket online, that you print out the page that has the above listed information. Also, you may request a receipt when obtaining your boarding passes, either online or at the airport. Boarding passes, tickets stubs, and itineraries (even those showing the amount of the ticket) are NOT sufficient for reimbursement. If you purchase your ticket the “old-fashioned” way, the last page in your ticket package is usually the receipt, which is sufficient for proof.
- 2) The flight must be either on an American Flag Carrier Airliner or with an airline company that is in code share with an American Flag Carrier. It is important to note that some European airliners such as British Airways will have some flights that are in code share with an American company, but others that are not. You must provide proof of code share (for non US Flag Carriers) for your specific flight number when applying for reimbursement, not just for the airliner company as a whole. The best way to secure this information is to contact the airline directly.

Please address any questions to Greg Macklem, [info@hssonline.org](mailto:info@hssonline.org).

**NSF Travel Grant Reimbursement Report**

**HSS Annual Meeting/PSA Biennial Meeting Montréal, QC November 4-7, 2010**

(PLEASE PRINT)

NAME: \_\_\_\_\_ SS#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(Address should be valid through 12/10)

APPROVED AMOUNT: \_\_\_\_\_ (per your acceptance email)

**\*\*IMPORTANT\*\*** Reimbursement requirements: 1) Original invoices/receipts only, 2) reimbursement limited to travel between home and conference site only, 3) flight must be on US flag carrier, 4) only travel grant recipients can be reimbursed, 5) only the following expense items can be reimbursed:

**\*\*\*COMPLETE 'AMOUNT SPENT' COLUMN ONLY:**

TRAVEL EXPENSE	AMOUNT SPENT	ELIGIBLE AMOUNT	INELIGIBLE	REASON (see # above)
Airfare				
Car Rental				
Train				
Taxi				
Mileage				

Description of professional activities at meeting (please be precise, e.g., if you gave a paper, supply the exact title of the paper): \_\_\_\_\_

\_\_\_\_\_

Please list all sources of support utilized to attend this meeting: \$\$ \_\_\_\_\_

\_\_\_\_\_

By signing this form and submitting these receipts, I am attesting that I have not and will not receive reimbursement for any of these charges from any other source, including my university.

\_\_\_\_\_  
(Your Signature)

\_\_\_\_\_  
(Date)

Gender (Optional) F M

Race/Ethnicity (Optional) American Indian or Alaska Native Asian Black or African American Caucasian Hispanic/Latin Multi-Nationality

\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

Amount Award \_\_\_\_\_ Authorization \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

Return the form, along with all **original** receipts, by **31 December 2010 (postmarked date)** to the Society Executive Office at 440 Geddes Hall, University of Notre Dame, Notre Dame, IN 46556. Phone: 574.631.1194, Fax: 574.631.1533.