

Directions for completing the NSF Travel Grant Reimbursement Report

1. All fields in red **MUST** be completed. Failure to do so will delay your reimbursement.
2. Please type or print your name, mailing address and email address. Please be sure that your mailing address will be valid for at least two months after the date your reimbursement form is due. This will help avoid delays in delivery of your reimbursement check.
3. Please enter the amount awarded to you. This amount should be in the grant notification email you received.
4. Please indicate if you are a U.S. citizen and/or were at a U.S. institution at the time of the meeting. If you are not a U.S. citizen and had no affiliation with a U.S. institution, you are not eligible for this travel grant. If you are a U.S. citizen abroad, please include a photocopy of your passport or similar proof of citizenship with your reimbursement form.
5. Please indicate whether you are a graduate student, recent PhD, or independent scholar. If you are a graduate student, you will need to be sure to include proof of status if it has not already been submitted.
6. Please complete the table with the amounts spent on travel and registration.
 - a. **IMPORTANT:** NSF regulations require use of a U.S. flag carrier for air travel in most circumstances. Please see the next page for more details. Failure to follow these rules will make your airfare ineligible for reimbursement.
 - b. Please use U.S. dollars. If you have receipts in other currencies, please convert them to U.S. dollars based on the exchange rate on the date of purchase (or the last trading day). Please use the rate published online by the *Wall Street Journal*: http://online.wsj.com/mdc/public/page/2_3021-forex.html.
 - c. If you drove a personally-owned car to the meeting, you may claim mileage at the current IRS rate, but not fuel. If you rented a car, fuel may be claimed in addition to the rental fees. Please note that the mileage reimbursement cannot exceed the price of an economy-class round trip ticket from your home airport to the meeting venue.
 - d. Please be sure that only travel involved in getting to and from the conference may be reimbursed. Travel while at the conference (e.g., taxis to dinner, driving to and from the meeting site daily) are not eligible.
 - e. If you had travel expenses that do not fit into one of the listed categories, please use the additional row beneath "Registration." Make sure to describe it in the notes field.
7. Please be sure to include all original receipts. **For travel booked online:** Please be sure that you are not submitting just an itinerary. Your travel receipt must serve as a proof of payment - it should include important information such as your name as the payee, the last 4 digits of a credit card, and the amount paid. The word "receipt" or similar verbiage should also be included. If you need to submit a redacted copy of a credit card statement, please do so. This may seem like overkill, but auditors are very specific on this point.
8. Please give a reasonably detailed description of your professional participation in the meeting.
9. Please list all sources of funding for the meeting and the intended purposes of such funding. If you received no other funding, please type "N/A."
10. Print the form, then sign and date it.
11. The demographic questions about sex and ethnicity are optional and will not impact your reimbursement. NSF does use this information for diversity purposes.
12. Please make a copy of the form for your records and mail it along with your receipts to:

Greg Macklem
HSS Executive Office
440 Geddes Hall
Notre Dame, IN 46556

All reimbursement forms must have arrived in the HSS Executive Office by **December 12, 2016**. Please note that *this is a deadline for arrival, not a postmark date* - be sure to mail yours in time to make the deadline.

13. Please complete the survey at [this link](#). The data collected from this survey is essential to justifying the travel grant program to the NSF, and your participation is required.

If you have any questions, please email Greg Macklem at greg@hssonline.org.

NSF Flight Regulations

U.S. law requires the use of U.S. flag carrier airlines when using federal funds to travel, with a few exceptions. Please make sure that your flights satisfy these rules, or your airfare will not be reimbursed.

This document will describe the general rules; if you need more detailed information,

1. Airlines headquartered in the U.S. are considered U.S. flag carriers, including the following:

AirTran Alaska Airlines	Delta Air Lines	Spirit Airlines
American Airlines	Frontier Airlines	United Airlines
America West Airlines	Hawaiian Airlines	U.S. Airways
American Airlines	Southwest Airlines	
2. There are a handful of non-U.S. flag carriers that might fly domestic routes (e.g., Virgin Atlantic). However, they are not eligible for reimbursement unless your travel satisfies an exception.
3. The following do NOT justify an exception to the U.S. carrier requirement:
 - a. Non-U.S. carrier flights are cheaper (this is the most common misstep)
 - b. Non-U.S. carrier flights are more convenient
4. If a non-U.S. carrier has codesharing agreements with a U.S. carrier for your flight, the fare will be eligible for reimbursement, but only if the codeshare appears on your receipt and/or boarding pass.
5. NSF regulations allow travel on non-U.S. carriers in certain situations. Please see [this page](#) for more details.
 - a. Open Skies Agreements permit use of non-U.S. carriers in certain cases, mostly (though not exclusively) if the flight originates or ends in the E.U.
 - b. Other exceptions provided here involve additional aircraft changes and/or layover time.
 - c. To justify the exception, you will need to provide documentation that flying on a U.S. carrier would satisfy the NSF regulations (e.g. trip details from a travel site). It is up to you to provide the documentation – do not expect the grant administrators to do it for you.
6. If you are affiliated with a U.S. university, your institution may have more information as well as individuals who are more familiar with the intricacies of relevant laws and regulations. Offices that you should consider include: Grants Administration, Special Projects, and the Controller's Office.

NSF Travel Grant Reimbursement Report

2016 HSS Meeting

Please read the directions on page 1 of this form carefully. Errors will delay your reimbursement.

Name _____

Address _____

NB: Address should be valid for at least two months after the reimbursement report due date.

Email _____

Approved Award \$ _____ Are you a U.S. citizen or at a U.S. institution?

Status: Reimbursement will not be made with proof of student status, if appropriate.

If a recent PhD, please enter the year you received your degree:

Please complete the second column below, using US dollars. Read the directions on page 1 of this document carefully. These travel grants are audited both internally and externally, so your attention to detail is important.

TRAVEL EXPENSE	AMOUNT SPENT	NOTES
Airfare		
Train		
Car Rental		
Taxi/Shuttle		
Mileage/Fuel		
Registration		
TOTAL		

Describe your professional activities at the meeting. Be detailed (e.g., if you gave a paper, supply the title of the paper).

Please list all sources of support utilized to attend this meeting and the purpose of support provided (e.g., food, hotel).

Race/Ethnicity (Optional):

Sex (Optional):

By signing this form and submitting 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.

Signature

Date

FOR OFFICE USE ONLY

Amount Awarded _____ Authorization _____ Date _____