

NSF Travel Grant Reimbursement Report

2011 HSS Meeting

Please read the directions on page 2 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? _____

Please complete the second column below, using US dollars. Read the directions on page 2 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).

Gender (Optional)

Race/Ethnicity (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.

Your Signature

Date

FOR OFFICE USE ONLY

Amount Awarded _____ Authorization _____ Date _____

Directions for completing the NSF Travel Grant Reimbursement Form

1. 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.
2. Please enter the amount awarded to you. This amount should be in the grant notification email you received.
3. 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.
4. Please complete the table with the amounts spent on travel and registration.
 - a. 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.
 - b. Be sure that air travel is with a U.S. flag carrier. If your travel is with a non-U.S. carrier, it must be in accord with NSF regulations: http://www.nsf.gov/pubs/manuals/gpm05_131/gpm7.jsp#761, and you must provide documentation that these regulations have been satisfied.
 - c. If a non-U.S. carrier has codesharing agreements with U.S. carriers for flights you used, please be sure to include proof of those codeshares. This will also satisfy NSF requirements for U.S. carriers.
 - d. 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.
 - e. 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) are not eligible.
 - f. If you had travel expenses that do not fit into one of the listed categories, please use the additional row beneath "Registration"
5. 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.
6. Please give a reasonably detailed description of your professional participation in the meeting.
7. Please list all sources of funding for the meeting and the intended purposes of such funding.
8. Print the form, then sign and date it.
9. The demographic questions about gender and ethnicity are optional and will not impact your reimbursement.
10. Please make a copy of the form for your records and mail it along with your receipts to:

History of Science Society
Executive Office
440 Geddes Hall
Notre Dame, IN 46556

All reimbursement forms must have arrived in the Executive Office (not postmarked) no later than December 2, 2011. Please be sure to mail yours in time to make the deadline.

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