



Travel and Reimbursement Policies

(Effective July 2017)

SESYNC provides travel support to eligible researchers invited to participate in our programs, as outlined under the terms of our agreement with the National Science Foundation (NSF). Travel support is subject to The University of Maryland and NSF travel policies.

Eligible Expenses

Participant support is provided for the duration of the meeting to non-local invited visitors to SESYNC, and includes:

- Coach class airfare to and from your home/work area purchased on a U.S. carrier a minimum of 21 days in advance, unless an exception is approved in advance by SESYNC
- Accommodation in a SESYNC-designated hotel
- Meals (per diem)
- Mileage and/or ground transportation to/from airports (*see page 5**)
- Extra baggage charges (max of \$50.00)

Participant support is provided during the duration of the meeting for local invited visitors (those visitors located within a 50 mile radius of the Washington DC/Baltimore/ Annapolis metro area) to SESYNC, and includes:

- Meals (per diem)
- Mileage between your home and our office, or mileage between campus and our office for University of Maryland employees.
- Parking charges (max \$10/day)
- Accommodations in a SESYNC-designated hotel are provided upon written PI request for visitors residing beyond a 30 mile radius of SESYNC

Detailed receipts are required for all non per diem expenses. If you expect to have expenses not listed, please contact us to discuss.

Non-Eligible Expenses

- Rental cars, unless approved in writing by SESYNC before the trip
- Gasoline or car insurance purchased from the rental car agency
- Limousine or car service
- Upgraded airline /rail seating
- Alcohol
- Overnight accommodations for local participants within 30 miles of SESYNC
- Valet parking
- Expenses incurred beyond the scope of the meeting duration or purpose

How to Proceed

Upon receipt of an invitation to participate in a SESYNC-funded project, all recipients must complete and submit the **Participant Travel Worksheet** (<https://seadmin.sesync.org/se-admin/beginTravel.jsp>) a minimum of 4 weeks before the event. A Social Security Number (SSN) is required for U.S. citizens, and a passport and/or visa number is required for non-resident aliens living outside the United States. Please note:

- Travel must be coordinated through SESYNC. Failure to do so may result in some or all of your travel expenses being ineligible for reimbursement.
- Federal and state agency employees must check with their legal counsel to verify if they are eligible to participate in SESYNC programs, or receive travel and/or reimbursement funds.
- Non-U.S. citizens/permanent residents traveling from abroad will need to obtain a B-1 visa or register with the Visa Waiver Program (<https://esta.cbp.dhs.gov/esta/>) prior to making their travel arrangements. Please contact us if you will require an official invitation letter of support for your visa application. Note: We will only reimburse the visa application fees if you are only traveling to the U.S. on SESYNC business. Visa fees are not reimbursable if you are combining your travel to the U.S. with other personal business. We will only reimburse \$14 for ESTA visa waiver fees.

Travel & Transportation Expenses

Air/Rail travel: Prior to booking your travel, you must submit your online Participant Travel Worksheet (link on page 2) by the 4 week advance deadline.

For your convenience, we will prepay your air/rail fare to/from the meeting at SESYNC. We have provided our travel agency, Globetrotter Travel, with the parameters for booking your tickets. Please contact Globetrotter with your requested itinerary at 866-235-5467 or travel@globetrottermgmt.com. You will need to provide them the Profile Name: UMD/SESYNC and the Trip Number (provided in the Travel Information email).

- Tickets may be purchased through Globetrotter (and directly billed to SESYNC) up to 21 days before the event start date. After that deadline, you will need to purchase your tickets per our instructions on page 4. You may claim reimbursement for air/rail fare up to the 21 day advance purchase rate.
- Domestic travelers must fly in/out of Baltimore Washington Marshall International Airport (BWI) or Reagan National Airport (DCA). Exceptions need to be approved by SESYNC prior to booking. International travelers may also fly in/out of Dulles International Airport (IAD).
- **International travel:** Air travel must be on a U.S. Flagged Carrier, unless one is not available or the flights fall under an Open Skies Agreement <http://www.state.gov/e/eb/tra/ata/>. For information about the U.S. Flagged Carrier requirement and exceptions: www.gsa.gov/portal/content/103191.) We cannot reimburse any international airfare booked on a non-U.S. Flagged Carrier without prior approval.
- **Multi-destination travel:** If you plan to combine your trip to Annapolis with travel to another destination, please contact us with your requested itinerary before booking your tickets. We will work with you to determine the amount to be paid by SESYNC. Travel should be arranged through Globetrotter if possible to ensure that all of our requirements are met. If you will be purchasing your own tickets, please refer to instructions on page 4. If another institution is reimbursing part of the ticket, you cannot request more than the balance.

- **Purchasing your own tickets:** The ticket receipt must include the traveler's name, complete itinerary, name of airline(s), price (must be economy class fare), and the date of purchase. The receipt must show evidence that the ticket was purchased and include copies of the boarding passes (digital passes must be printed or emailed to us). Reimbursement of the ticket expense cannot be made until after all ticket segments have been used. A comparison quote for roundtrip flights from your home airport to our local airports on the meeting travel dates must also be provided for reimbursement of the purchased ticket. It should show the names of airlines, lower range economy class fare, and must be dated the same date as the purchased ticket. The use of our travel agency removes this burden from you and ensures that all of our requirements are met as well as timely and full reimbursement of your expenses.
- **Air travel from an airport that is not closest from your home** requires supporting documentation to show that it is the more economical route. Contact us for assistance with this issue.

Driving: The cost of driving your private vehicle will be reimbursed at the University of Maryland's standard mileage rate (currently \$0.535/mile), provided it does not exceed the cost of air or rail travel (which is based on 21 day advance purchase prices). Please contact us to obtain a quote if you are driving from a distance of greater than 300 miles from the Baltimore/Washington DC area. Mileage reimbursement to/from the airport is allowed as well as mileage reimbursement to/from SESYNC for our local participants. When requesting mileage reimbursement, please be sure to include a printout from Google Maps verifying the amount of mileage being claimed. If your significant other/housemate drops you off (or picks you up) at the airport using your private vehicle, we can reimburse the roundtrip mileage. **Note:** we cannot reimburse you for mileage if your friend drove you to/from the airport using their private vehicle.

Rental cars: Rental cars are not covered unless you have received prior written authorization from SESYNC. Gasoline or insurance costs from the rental car agency are never covered. If approved, travel to Annapolis from out of the area by rental car is reimbursable up to the cost of airfare and a comparison quote with air/rail pricing is required.

Baggage: We will reimburse baggage charges up to a maximum of \$50. If there will be baggage charges in excess of this amount, please contact SESYNC prior to your travel for prior authorization.

Ground transportation: We will reimburse the cost of ground transportation to/from your home airport, as well as between the Washington DC / BWI local airports and SESYNC. Transport to/from local airports will be reimbursed on the following schedule:

| Between Airport and SESYNC | Total Amount, includes 15% tip |
|----------------------------|--------------------------------|
| To/From BWI | \$70.00 |
| To/From DCA | \$105.00 |
| To/From IAD | \$165.00 |

The reimbursement schedule is based on average cab fare, with the exception of IAD. For transport to/from IAD, we recommend booking non-stop shuttle service with SuperShuttle (www.supershuttle.com). If cabs can be shared between participants based on flight schedules, we will reimburse whomever paid the fare the full amount. Local companies we recommend are:

Annapolis City Taxi: <http://www.annapoliscitytaxi.com/> or 443-852-0686

Annapolis Taxi Service: <http://www.taxiserviceannapolis.com/> or 443-995-1400

Annapolis Area Cab: <http://www.annapolisareacab.com/> or 443-231-8530

To be sure that your local transportation costs are less than our capped amounts, we recommend booking a shared shuttle (www.supershuttle.com). Note, the shuttle may make multiple stops before arriving at your destination.

Alternatively, many of our travelers have had success using services like Uber or Lyft. These non-stop services are comparable to the cost of a shared shuttle. Note: while the university does not endorse Uber, Lyft, or similar services, they are still eligible for reimbursement.

*****Original receipts are required for all ground transportation costs.*****

Parking: We will reimburse airport parking at a reasonable rate. If driving to Annapolis, we will reimburse parking costs up to \$10/day. Special cases will be taken into consideration upon written explanation.

Accommodations

SESYNC will reserve a block of rooms in a nearby Annapolis hotel for non-local participants for the duration of the meeting. We will send you the link to book your room about 6-8 weeks before the meeting.

- The cost of the room is directly billed to SESYNC under a contracted rate, as long as you make your reservation before the booking deadline.
- If booked after the cut-off date, you will need to book your own accommodations and will be reimbursed at a maximum rate of \$139/night.
- You will be responsible for any incidentals, as well as charges incurred above the negotiated room rate.
- Special circumstances that require lodging outside of Annapolis will be taken into consideration upon notification prior to travel. It must be approved by us before hand to be eligible for reimbursement.

Internet

Wireless high-speed internet access is available at your SESYNC-booked hotel and our office at no additional cost to you.

Dependent Care and Travel

SESYNC falls under University of Maryland travel guidelines; so therefore, SESYNC is not able to cover expenses associated with bringing children or caregivers at this time. Please email travel@sesync.org and we can provide a list of local providers in the Annapolis area.

Meals

Meals will either be provided by SESYNC or will be reimbursed according to the University of Maryland rate schedule (www.dbs.umd.edu/travel/services/rates/domestic.php). Please note that this differs from federal policy in the method of calculating partial per diems for travel days and for days on which meals are provided. SESYNC will provide lunch, and will reimburse \$10.00 for breakfast and \$25.00 for dinner on eligible meeting days if these meals are not provided as part of your meeting.

Participants will be reimbursed for meals that occur when the participant is in travel status for SESYNC related business; these reimbursements are based on travel status times:

- Travel to SESYNC should have begun prior to 6:30 am to be eligible for breakfast.
- Travel home from SESYNC will have had to have concluded after 6:30 pm to be eligible for dinner.
- Lunch will be covered as long as participants are still in travel status between 12:00 and 1:00 pm.

Local participants driving to/from the meeting each day will generally not be eligible for per diem reimbursement. For special circumstances, please include a written explanation with the reimbursement request.

Receipts are not needed for meals, as they are reimbursed on a per diem basis.

Alcohol is never a covered expense.

Cancellations

All participants must immediately notify SESYNC and Globetrotter if travel must be cancelled. Non-refundable airfare and accommodations purchased by SESYNC (less any fee penalties) may be used by the participant for SESYNC business at a later date. Other expenses incurred by participants are not eligible for reimbursement under state and federal guidelines. Any non-refundable charges incurred by SESYNC will be deducted from the overall budget of the project.

Reimbursement Process

Upon completion of your trip, you may submit a reimbursement request for any eligible expenses incurred by you during the visit. Our **Reimbursement Form** (www.sesync.org/sites/default/files/visitorsInfo/ExpenseReimbursementForm.pdf) and original receipts must be received by SESYNC within 90 days upon event completion in order to be eligible for reimbursement. Once we receive your

request, we will complete a University authorized Travel Expense Statement (TES), which will be sent to you to sign and return to us for final processing. It takes approximately 6-8 weeks for your reimbursement to be issued after we receive the original signed TES from you. A Social Security Number (SSN) is required for all U.S. citizens and permanent residents to process your reimbursement. All other participants must provide a copy of your passport and visa/waiver stamp in order to process reimbursements.

To access all SESYNC travel forms: www.sesync.org/visitors

For more information, please contact:

SESYNC Travel Services

1 Park Place, Suite 300

Annapolis, MD 21401

travel@sesync.org

410-919-4810 (phone)

410-216-9026 (fax)