Travel reimbursement for the workshop attendees

General rule:

All travel must be by the most direct route, using the most economical mode of transportation available considering travel time, costs, and work requirements.

We have agreed to reimburse the following expenses:

1. Airfare – economy class only. If an attendee wants to fly business or first they need to provide a comparison ticket showing the same trip in economy class. They will be reimbursed up to the value of the economy class ticket. Example of a comparison ticket below (left: economy class, and right: economy plus):

   Flights should be booked on US air carriers, subject to availability. Foreign carriers are allowed either under the Open Sky Agreement [https://www.transportation.gov/policy/aviation-policy/open-skies-agreements-being-applied](https://www.transportation.gov/policy/aviation-policy/open-skies-agreements-being-applied) or if the airline is a codeshare partner with a US airline:

In accordance with the Fly America Act (49 USC 40118), any air transportation to, from, between, or within a country other than the U.S. of persons or property, the expense of which will be assisted by NSF funding, must be performed by or under a code-sharing arrangement.
with a U.S.-flag air carrier if service provided by such a carrier is available (see Comptroller General Decision B-240956, dated September 25, 1991). Tickets (or documentation for electronic tickets) must identify the U.S. flag air carrier’s designator code and flight number.


2. Personal car mileage – for attendees driving their car to Argonne National Laboratory. The current rate is $0.575 per mile. For this please attached a google map from showing the mileage.

3. Car rental:

The University of Illinois has agreements for discounted rates on car rentals from National and Enterprise – please use these providers when available. Damage Waiver and limited liability protection are included with University business rentals when renting from National or Enterprise.

When booking with National or Enterprise: please use the system’s corporate ID: XZ62053

**PLEASE READ CAREFULLY: Optional Damage Waiver (DW)**

When renting a car for University business, **do not** accept the Optional Damage Waiver (LDW or CDW) unless you are renting a car in a foreign country while on system business. For travel within the United States, when the U of I System corporate ID number is used, the optional Loss Damage Waiver (LDW) is included in the negotiated agreement with National and the optional Collision Damage Waiver (CDW) is included in the agreement with Enterprise. No other car rental company offers this waiver. This charge is **not reimbursable** as a travel expense except when renting a car in a foreign country while on system business.

4. Amtrak, Greyhound

5. Public transportation: to and from the airport, around Chicago
   Mode of transportation: taxi, Uber, Lyft, CTA train and buses, Metra train, any other public transportation

6. Lodging and meals – 2 nights (April 22nd and 23rd) lodging will be covered by NSF’s ChemMatCARS, so no reimbursement necessary or allowed. For lodging, only pure room charge and room tax will be covered. Other food expense spent or accidentals in Guest House won’t be covered. For meals, 3 meals (breakfast, lunch and dinner) on April 23rd and 2 meals (breakfast and lunch) on April 24th will be provided.

For all attendees we will need their postal address – where the reimbursement checks will be sent to – email address, travel expense form and the itemized expense receipts. We also need additional tax documents: W-9 for U.S. citizen or resident alien; and W-8BEN for international traveler.