GUIDELINES FOR JANELIA TRAVEL REIMBURSEMENT

There is no charge to attend a Janelia Conference (i.e. no registration fee or charges for accommodation or meals). Attendees who have requested travel support and have been approved must follow these guidelines:

Attending the entire conference is required in order to have travel expenses reimbursed.

Side-trips are not reimbursable. We will only cover the cost of a round-trip ticket between Janelia and the origin of travel. The traveler must cover all other legs of the trip.

Travel should be in economy/coach class. Travelers must cover the cost of any upgrades. Business-class is reimbursable on a case-by-case basis for international travelers.

Hotel stays outside of Janelia are not reimbursable.

Car rentals must be approved in advance and will be approved only if savings in costs result.

Driving to Janelia is reimbursed at a rate of approx. 50¢ per mile, which includes gas. A printed map of the route must be provided.

The following represents maximum possible reimbursement based on origin of travel.

- U.S.A. (excluding West Coast) ............... $500
- U.S.A. West Coast & Canada .................. $700
- Mexico ....................................................... $800
- South America ........................................ $1,200
- Europe ....................................................... $1,200
- Middle East/Far East/Africa/Australia ...... $1,700

The closest airport to Janelia is Washington Dulles (IAD). A taxi from Dulles to Janelia takes 15 minutes and costs ~$25.

Travelers should make their own arrangements. Receipts and a signed expense form (provided on arrival) are required for reimbursement. Completed and signed forms, with receipts, should be turned in at reception or sent (via mail or email) within 2 weeks of the close of the meeting to:

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Science & Training Dept.
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