GUIDELINES FOR JFRC TRAVEL REIMBURSEMENT

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

You must attend the entire conference in order to have your travel costs reimbursed.

Side-trips are not reimbursable. We will only cover the cost of a round-trip ticket between Janelia and your origin of travel. Hotel stays outside of Janelia before or after the meeting are also not covered.

In general, you must travel by the most economical means (i.e. an economy flight ticket). We cannot reimburse for first-class travel. Business-class is reimbursable on a case-by-case basis for international travelers.

The most convenient airport to Janelia Farm is Washington Dulles (IAD).

The following represents maximum reimbursement based on your origin of travel:

- U.S.A. excluding West Coast .........................$450
- U.S.A. West Coast & Canada ......................$600
- Mexico .......................................................$800
- South America .........................................$1,250
- Europe ......................................................$1,750
- Middle East/Far East/Africa/Australia ..........$2,500

Use of a taxi from Dulles Airport to Janelia will cost about $25. Car rentals must be approved in advance and will be approved only if savings in costs result.

Receipts and a signed expense form (TOBER) are required for reimbursement and will be provided at the meeting. If you would like to submit the required materials before you leave Janelia, you may return the completed and signed form, along with receipts, to reception. All documents must be submitted within 2 weeks of the close of the meeting. You may also mail them to the address below:

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