

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 the meeting organizers have approved your travel support, you must follow the following guidelines:

You **must attend the entire conference** and submit your reimbursement request **within 2 weeks** of the close of the meeting in order to have your travel costs reimbursed (we are unable to pre-purchase your tickets).

Side-trips are not reimbursable. We will only reimburse the cost of a round-trip ticket between Janelia and your origin of travel.

In general, you must travel by the most economical means.

The most convenient airport to Janelia Farm is Washington Dulles (IAD). We may not be able to reimburse you for the entire cost of a full priced ticket.

The following represent the maximum reimbursement:

- 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

A taxi from Dulles Airport to JFRC will cost about \$30. 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 given to you at the meeting. If you would like to submit the required materials before you leave Janelia Farm you may return the completed and signed form, along with receipts, to reception. You may also submit them within 2 weeks of the close of the meeting to:

Janine Stevens, PhD
Science Program Manager - Conferences
Howard Hughes Medical Institute
Janelia Farm Research Campus
19700 Helix Drive
Ashburn, VA 20147
ph: 571-209-4355
fax: 571-291-6420