

Travel to conferences

- For travel to conferences, you must provide backup documentation for the conference. This should be something that shows the dates and locations of the conference. Examples include flyers, badges, web printouts, emails, etc.
- You have one business day prior to the start of the conference, and one business day after the conference for travel. Any travel outside of this threshold is considered personal, and you must provide backup documentation for your travel (see next page).



Travel outside of business days

- If you traveled outside of the allowable business days because you had meetings or relevant business in the area, then you must provide a statement of your business purpose for the extra travel days.
- If your travel was personal, then you must provide a comparable flight/train/bus ticket that is within the allowable business days. The flight you purchased must be cheaper than or equal to the comparison flight.
- Comparable flights have to be in and out of the same airports as your purchased flight. (If your flight was out of JFK, your comparison flight must also be out of JFK). You must fly into the closest airport to the conference location, as well.
- If you are finding a comparison flight for a date that has already passed (i.e., June 18-24, 2017), you can use a comparable date (July 18-24, 2017). Print out the comparison flight information and include it with your reimbursement.

Comparison Flight Example

Flight purchased for a conference from June 20-25 in LA. Flight is on June 15 to SFO. This flight was \$182.

FLIGHTS		Price per Passenger	
 JFK → SFO 9:05 PM 12:55 AM <small>ARRIVES NEXT DAY</small>	DL 435 6h 50m NONSTOP	Main Cabin (T)	\$157 ²¹
Details		Changeable / Nonrefundable	Taxes, Fees and Charges \$25 ⁹⁹
Complete Delta Air Lines Baggage Information			

Trip Summary : Delta Air Lines

<https://www.delta.com/cart/activity/tripsummary.action?cacheKeySuffix=1a9250e2-c905-49...>

DELTA SKYTEAM

MY TRIPS | BOOK A TRIP | FLIGHT STATUS | CHECK IN | SIGN UP

BOOK A TRIP

Start Over | Flights | Passengers | Extras | Payment

FLIGHTS		Price per Passenger	
 JFK → LAX 4:55 PM 8:15 PM	DL 427 9h 20m NONSTOP	Basic Economy (E) Nonchangeable/ Nonrefundable	\$201 ⁵⁶ Taxes, Fees and Charges \$29 ³⁴
Details		View Seats	Complete Delta Air Lines Baggage Information

REMEMBER, YOUR BASIC ECONOMY FARE INCLUDES SOME RESTRICTIONS.

NEED FLEXIBILITY? UPGRADE TO MAIN CABIN.

- Choose an available seat anytime
- Select seats to sit with groups or families
- More flexibility, with eligible ticket changes
- Upgrades permitted - including paid & complimentary

\$10⁰⁰ USD Per Person

Total Price: \$231²⁰ USD

Comparison flight is with the same airline (Delta), flying out of the same airport (JFK), and into LAX, where the conference is taking place. Comparison flight is on the comparable date of July 20, and is more expensive than the flight purchase.

International Travel

- Generally, travel on a US air carrier is preferred. Government grants **require** a US air carrier (with some exceptions).
- You should fly in economy or coach class. You may fly in first or business class in certain circumstances. (Keep in mind that your PI might not like paying for a more expensive flight!)
- Currency Conversion:
 - Use Daily/ Avg Rate Currency Conversion Worksheet included in the TBER form
 - Print out currency conversions from Oanda.com. Make sure to change the date to the date you made each purchase.
 - Use credit card statement showing amount you paid in USD. You can include any conversion fees charged by your bank.