

TRAVEL GRANT REIMBURSEMENT INSTRUCTIONS

Within **30 days** upon returning from your trip, please submit a brief invoice, along with receipts for all travel expenses incurred, to Raytheon BBN Technologies.

Please email your invoice and receipts as a single PDF file to: jmccolga@bbn.com

Otherwise, you may mail or fax your receipts to:

Julie McColgan
GENI Project Office
Raytheon, BBN Technologies
10 Moulton Street
Cambridge, MA 02138
Fax: 617-873-4888

You may request reimbursement for the following travel expenses:

- **Roundtrip airfare**
 - Airfare must be the “lowest logical airfare” available at the time of booking. If anything above economy is reserved, only the cost of the economy fare will be reimbursed.
 - The definition of “lowest logical airfare” is the least expensive, non-refundable fare with the minimum number of stops at the time of booking.
 - You must use a U.S. carrier. Airfare booked using non-U.S. carriers will not be reimbursed.
 - If you wish to add extra days for a personal trip or fly into a different airport, prior approval is required.
- **Lodging**
 - The conference hotel rate, plus applicable taxes, will be reimbursed.
 - You must book your hotel room directly through the conference hotel. **DO NOT use a 3rd party travel agency for your hotel reservations.**
 - If you register after the deadline, the GPO will only reimburse you for the government per diem hotel rate.
 - Internet and all other in-room expenses are non-reimbursable.
- **Meals**
 - Meal costs up to the daily government per diem will be reimbursed, minus any meals provided at the conference.
 - **Receipts must be provided for ALL meal expenses.**
 - Snacks & beverages outside of regular meals are non-reimbursable.
- **Ground Transportation**
 - Reasonable transportation costs for travel from home to airport and from airport to hotel (and back) will be reimbursed.
 - Airport parking costs and mileage will be reimbursed to those choosing to drive personal vehicles, assuming these costs are equal to or less than the cost of alternate transportation, such as taxis.
 - You must obtain prior approval if you wish to rent a car and be reimbursed.
- **Personal Vehicles**
 - Personal vehicle costs such as mileage, tolls, and parking will be reimbursed to those choosing to drive (mileage is reimbursed in lieu of gas costs).
 - **Cost of driving should be equal to or less than the cost of flying. You must provide an airfare quote as proof.**
 - Mileage will be reimbursed at the government rate in effect during time of travel.

- **Conference and workshop fees**
 - All conference and workshop fees charged by the conference coordinator will be reimbursed to travel grantees.

*****Please note:**

- Receipts are required for **all expenses incurred** (including meals not provided by the conference).
- *Itemized* receipts are required for all individual meals exceeding \$50.
- Itemized receipts are required for hotel and airfare expenses. **We must see the tax broken out from your daily hotel room rate.**
- Alcohol is non-reimbursable.
- Food & beverage outside of regular meals is non-reimbursable.
- Expenses may be disallowed if they are considered unreasonable or unrelated to the purpose of travel.
- Please provide the mailing address where payment should be sent to on your invoice.
- A reimbursement check will be mailed to you within approximately 30-45 days upon receipt of your invoice and receipts.
- Reimbursement requests submitted more than 30 days after returning from your trip may not be approved or paid.
- Gov per diem rates can be found here: <http://www.gsa.gov/portal/category/21287>

Non-reimbursable Expenses

The following expenses will not be reimbursed to the traveler. This is a non-exclusive list of miscellaneous expenses.

- Airline Club membership fees
- Alcoholic beverages
- Annual fees, delinquency charges, finance charges, or any costs associated with charge cards
- Barbers and hairdressers
- Car washes
- Cell phones and accessories (i.e., additional batteries, hands free kits, car adapters, etc.), cell phone repair, or replacement of lost, stolen or damaged equipment
- Child care costs
- Clothing purchased for or during a business trip
- Entertainment or recreational activities for personal reasons
- Expenses for travel companions or family members
- Expenses related to stopovers, layovers, or other indirect routing made for personal reasons
- Expenses related to vacation or personal days while traveling
- Excess baggage charge
- Fines for traffic violations or parking tickets
- Hair care, shoeshine, or similar services
- Health or athletic club fees
- In-flight movies or headsets
- In-room refreshment bar purchases
- Laundry and valet expenses
- Loss of personal property, such as luggage or brief case
- Loss or theft of cash, tickets, personal funds, or other personal property

- Magazines, books, newspapers, and similar items
- Medical or dental expenses incurred while traveling
- Maintenance and repair of personal property (for example, home and grounds while away)
- Movies, including pay TV movies in hotels and motels, shows, and sporting events
- Personal accident insurance
- Pet care and boarding while traveling
- Postage costs
- Personal vehicle maintenance, repair, tune-ups
- Saunas and massages
- Snacks, beverages, and coffee outside of breakfast, lunch or dinner
- Souvenirs/personal gifts
- Tobacco products
- Toiletries, such as toothpaste, toothbrush, etc.