

# REIMBURSEMENT GUIDELINES FOR ALL PARTICIPANTS

FPSAC 2011

- (1) **ASU Departmental Professional Services Order Packet:** Fill out Section 1 and sign in Section 3.
- (2) **Fill out appropriate tax forms from website.**
- (3) **For Non-US Citizens or Non-Permanent Residents:**
  - Copy of page with the photo and passport ID.
  - Copy of VISA page.
  - Copy of I-94 Departure Record date stamped page (front and back).
  - Copy of DS2019 if on a J1 visa.
- (4) **You must provide a copy of your airline ticket, whether you are seeking airfare reimbursement or not. It must show name, dates and times of arrival and departure, and method of payment. This establishes attendance.**
- (5) **As per NSA/NSF guidelines, you must provide the following items for reimbursement you are claiming:**
  - (a) *Local travel, accommodation, and registration:* **original** receipts required.
  - (b) *Airfare:* original hard copy airline receipt required. If only an electronic receipt is available it must indicate that payment had been made. We can reimburse at most the travel costs for a round-trip flight from your home institution to Reykjavik. If your actual travel plans are more complicated, it is important that you get a price quote for a round-trip flight to Reykjavik on the appropriate dates as reference. The flight need not be non-stop, but it must be leaving from the closest airport to your home institution and going to Reykjavik. A quote from a standard web provider such as Expedia is fine. You will then have to send in your actual flight details, as well as the quote for the direct round-trip. Regardless, we cannot reimburse more than our original offer.
  - (c) *Lodging:* A copy of an accommodation receipt that establishes your dates of stay is required. In certain instances where this is not available, other documents may be used (such as airline receipt with boarding passes).
  - (d) *Receipts in foreign currency:* you must provide a printout of the currency conversion using [oanda.com](http://oanda.com) and it must be for the date of the transaction.

***NOTE: NSA/NSF has certain guidelines regarding travel on airlines that are not American carriers. It is VERY important that you provide the documentation necessary to grant a per diem so that we may provide reimbursement in cases that airfare cannot be covered.***

- (6) **Submit your documents to**  
Santa Vaughn  
Arizona State University, SoMSS  
P.O. Box 871804  
Tempe, AZ 85287-1804

Questions during the conference can be directed to **Susanna Fishel**.

For additional information concerning the processing of your reimbursement, please do not hesitate to contact Joann Person directly by *phone*: 480-965-0488 or by *email*: [joann.person@asu.edu](mailto:joann.person@asu.edu)

**Please return all reimbursement form along with the original receipts by September 15, 2011.**

Failure to return all the requested documents by this deadline may result in a denial of your reimbursement request.