



STAQ Travel Guidelines

The following information is an overview of your travel plans for your trip to the STAQ Summer School 2019, Monday 17 June through Friday 21 June.

The Summer School will be held at the Chesterfield Building Conference Center, 701 W Main St, Durham, NC 27701.

I. Travel Arrangements

Your airfare will be billed directly to STAQ. As a condition of your invitation to participate in the STAQ Summer School, we ask that your travel plans be ticketed two months prior to your arrival. Any travel booked within one month of your arrival must be approved by the STAQ Administrator. Our travel agent has been instructed to observe the Fly America Act and Open Skies Policies and search for lower-cost airfares for all attendees.

- STAQ Travel Agent: Connie Garrett, Cardinal Travel Service, connie.g@cardinaltravelservice.com, 919-433-0021

STAQ cannot guarantee the reimbursement of any travel arrangements made through a non-STAQ travel agent. Attendees wishing to make their own travel plans should seek approval prior to making any financial commitments.

In addition, the National Science Foundation requires that we use U.S. air carriers and coach class.

II. Hotel Information

STAQ will pay for your room and tax only. You will be responsible for all other incidental room charges, including phone calls and meals charged to your room.

- A. STAQ will assist in selecting the hotel and will coordinate all reservations for participants. Rooms are available from Sunday 16 June through Saturday 22 June 2019.
- B. STAQ will pay for participants' lodging for the dates of the meeting, including arrival one day prior to the meeting and departure the day following the program's conclusion.
- C. Lodging for STAQ Summer School 2019 participants is reserved at the Residence Inn Durham McPherson/Duke Univ. Area, 1108 West Main Street, Durham, NC 27701.

If your travel plans change and you are not able to attend the Summer School, please assist STAQ in avoiding any hotel penalties by contacting the STAQ Administrator. She can assist you in making any changes or canceling your room reservations.

III. Special Note to International Visitors to the United States

All VWP (Visa Waiver Program) nationals and citizens will be required to obtain a travel authorization prior to initiating travel to the United States under the Visa Waiver Program. This authorization may be obtained on-line through an Internet application administered by the Department of Homeland Security through a U.S. government web site.

For complete information, please go to: <https://www.cbp.gov/travel/international-visitors/visa-waiver-program>

IV. Other Important Information for Non-U.S. Citizens

If you will be arriving from outside the United States, we will provide you with a formal letter of invitation from STAQ briefly outlining the purpose of your visit. This letter may be required during your travel to the U.S., and we encourage you to keep a copy with you. Please send via email your office mailing address so that we can send the formal letter of invitation.

For all non-US citizens (residing in or outside the US) we will need to make a copy of your passport, I-94, visa waiver, and/or permanent resident card during your visit. You must meet with a STAQ staff member for photo-copying and completion of Duke University and STAQ International Guest forms. This includes citizens of other countries already in the US. **We cannot process your expense reimbursements without this documentation.**

V. Meal Arrangements

*****NSF prohibits the reimbursement for any alcohol. Please note that we cannot reimburse you for your meal if alcoholic beverages appear on your receipt.***** Please consult with your restaurant server to insure that alcoholic beverages do not appear on your receipt for STAQ.

A. Non-Duke University Employee – Per Diem

1. STAQ is limited by the US Government's meal per diem rates. STAQ may modify these rates.
2. Due to Duke University policies, it is not possible to offer participants a meal program of STAQ-paid meals and partial per diems. STAQ provides participants with a post-meeting reimbursement for a pre-established GSA-related per diem rate. Participants (non-Duke participants) are not required to provide STAQ with any meal receipts as part of this program.
3. STAQ will provide the M&IE per diem rate of \$61 for the meeting days (Monday-Friday) and \$45.75 for travel day(s) (Sunday and/or Saturday). STAQ may modify the reimbursement rates for the program.
4. STAQ will issue reimbursements upon receipt of a completed STAQ Participant Reimbursement Form which is found at the end of this packet.

B. Non-US Citizens – Original Receipts

1. Because per diem reimbursements for foreign nationals can be taxed at 36%, STAQ reimbursement is based on original meal receipts.
2. Amounts for meals are based upon the US Government's per diem rates. STAQ will provide reimbursement up to the M&IE per diem rate of \$61 for the meeting days (Monday-Friday) and \$45.75 for travel day(s) (Sunday and/or Saturday). STAQ may modify the reimbursement rates for the program.
3. STAQ will issue reimbursements upon receipt of a completed STAQ Participant Reimbursement Form which is found at the end of this packet.

C. Duke University Employees

1. Duke University faculty and staff must furnish original receipts for meals and, if possible, use a Duke Procurement Card to purchase meals.
2. Amounts for meals are based upon the US Government's per diem rates. The M&IE per diem rate is \$61 for the meeting days (Monday-Friday). Additional details and the process for reimbursing expenses will be outlined in advance of the meeting.

VI. Flight Arrangements

- A. We are required by NSF to use U.S.-based air-carriers and require coach-class tickets. Occasionally, there are situations where US carriers are not available. Under the Open Skies policy, some non-U.S. air-carriers coach-class tickets can be purchased. The STAQ Administrator or our authorized travel agent can provide further details
- B. There are rare occasions where an attendee may request an exemption to coach-class travel for medical reasons. These are addressed on a case-by-case basis and will require a written statement from the attendee's physician for full consideration. This is a NSF policy.
- C. STAQ requires all participants to select lower cost, 21-day advance purchase tickets through STAQ's selected travel agent.
 - STAQ Travel Agent: Connie Garrett, Cardinal Travel Service, connie.g@cardinaltravelservice.com, 919-433-0021
- D. All flight arrangements should be made through a STAQ travel agent. Once participants have made their travel plans and their tickets have been purchased, it will be the responsibility of the participant to pay for any non-emergency ticket changes. Emergency ticket changes are addressed on a case-by-case basis and may not be approved or paid for by STAQ.
 - Participants may choose not to use STAQ's travel agent, but reimbursement is not guaranteed and use of the STAQ travel agent is strongly recommended. At STAQ's discretion, STAQ may choose to offer the participant reimbursement equal to the purchased airfare or, as determined by STAQ's travel agent, a 21-day advance purchase economy class round-trip ticket between STAQ and the participant's home institution, whichever is lower. This will be evaluated on a case-by-case basis.
- E. A cancelled ticket in the name of the participant may only be used for a future STAQ approved activity.
- F. **LUGGAGE:** STAQ cover the cost for one (1) checked baggage per participant. As with other reimbursements, all receipts must be submitted.
- G. **DRIVING:** Participants may choose to drive to their meeting at STAQ. In these cases and at STAQ's discretion, STAQ may choose to offer the participant reimbursement equal to the GSA mileage rate for the round-trip drive or a 21-day advance purchase air fare, whichever is lower. Long distance driving reimbursements will be evaluated on a case-by-case basis.
 - STAQ cannot pay for car rentals or limousines.

H. **GROUND TRANSPORTATION:**

1. STAQ will reimburse attendees for routine airport parking and related hometown ground-travel expenses with original receipts.
 2. Participants should take a taxi/Lyft/Uber to the hotel. Taxis may be found outside the Baggage Claim areas at the RDU Airport.
 3. STAQ cannot pay for limousines or car rentals.
- I. **Getting to STAQ:** STAQ is 0.3 miles from the hotel via Main St. If you anticipate needing any type of reasonable accommodations, or have questions about the reasonable accommodations process, please contact the STAQ Administrator in advance of your participation or visit.

VII. **Other Reimbursements**

- A. Duke University requires original, itemized receipts for reimbursements.
- B. Duke University requires that all reimbursements be mailed to the attendee's home address. Participants will be requested to provide their home address in the STAQ Administrator prior to the Summer School.
- C. Participants will be given a form outlining the reimbursement process and a pre-addressed envelope for sending their original receipts to STAQ. If applicable, participants will be asked to provide their social security number on the form. The form can be found at the end of this packet.
- D. Processing reimbursements will take approximately 45 days assuming participants immediately provide their original receipts and home address. Individual situations may take longer.
- E. STAQ provides reimbursement in US dollars. Participants wishing to receive reimbursement in alternative currencies or wire transfers will be responsible for the payment (or deduction from reimbursement amounts) of all currency change fees. Historically these fees have been \$20 for alternative currencies and \$45 for wire transfers.
- F. We recommend that foreign nationals submit original receipts for reimbursement of all expenses. Without a social security number and an international tax treaty agreement with the United States of America, taxes may be withheld at 36% from all reimbursements submitted.

VIII. **STAQ Contact:**

STAQ Administrator: Margo Ginsberg, margo.ginsberg@duke.edu, 919-660-5254.



STAQ Participant Reimbursement Form

Please submit completed form and required supporting documentation to STAQ Administrator, Margo Ginsberg, margo.ginsberg@duke.edu, 919-660-5254. Reimbursements require **dated and itemized** original receipts; electronic receipts should be submitted via email.

Name: _____

Social Security Number/ITIN: _____ Country of Citizenship: _____

Address you would like the reimbursement check mailed to:

_____ Street

_____ City State/Province Zip Country

Baggage Fee (first checked bag only): Inbound Flight Outbound Flight

Days for Per Diem (US Citizens only): Sunday (\$45.75) Monday-Friday (\$61/day) Saturday (\$45.75)

If you are a **non-resident alien**, please provide copies of the following documentation.

1.	Passports (<i>permission to enter country with certain visa status</i>)	
2.	Front and Back copy of I-94 card or copy of Admission Stamp (<i>current visa status</i>)	
3.	J-1 Visa	Requires a copy of Form DS-2019
	F-1 Visa	Requires a copy of Form I-20 . Note: F-1 visa holders are students and would typically be paid through Payroll or Employee Travel & Reimbursement (ET&R)
	B-1, B-2, WB & WT Visas	Requires a copy of Declaration by Visitors Engaged in Academic Activities (pdf) form to receive payments other than reimbursement of substantiated expenses.
	B2 & WT Visas	Requires a copy of Declaration by Visitors Engaged in Academic Activities (pdf) form to receive payments of any kind, including reimbursement of substantiated expenses. (Taxpayer identification number is not required for reimbursement.)
	Permanent Resident	(<i>Green Card Holder</i>) Requires copy of the card OR Confirm immigration status of payee and state "permanent resident" on payment request.