SNS Travel Expense Guidelines for Seminar Speakers and Visitors

For reimbursement of your travel expenses, please remember we cannot reimburse your expenses without receipts and boarding passes. **Electronic receipts are required for all expenses.**

Reimbursement requests received more than 120 days after the date of travel cannot be reimbursed. **For travel expenses pre-purchased, the expense must be within three months of the travel date. All expenses can be submitted together immediately after the trip has taken place (no more than 30 days).** Note: Exchange rates for foreign denominations should be calculated using instructions at the end of these guidelines.

During your visit, the School of Natural Sciences will cover the costs of local accommodations in our campus housing. If housing is not available on our campus, accommodations will be made for you at a local hotel.

The School of Natural Sciences will reimburse coach/economy class rates for all air travel. **NOTE: The SNS allows reimbursement of airfare reservations that include a seat assignment and one piece of luggage. Premium seating or other upgrades can be purchased at your own expense.** Please try to plan your trip ahead and find the lowest fare possible. Domestic airfare (includes Canada) over $700 and international airfare over $1200 will need prior approval. Include boarding passes along with your airfare receipts.

PLEASE NOTE:
- **If you are flying to this area, Newark Liberty International Airport in Newark, NJ (airport code EWR) is the preferred airport. That airport is the most convenient of the area airports to travel to IAS by train or Uber/Lyft.**
- **Flying into Philadelphia International Airport (PHL) is an option but not as good as Newark because there is not a direct train and you would need to change trains twice.**
- **Flying into John F. Kennedy International Airport (JFK) or LaGuardia Airport) (LGA) is NOT recommended because the ground transportation is difficult and time consuming.**

Transportation from Newark Liberty or the Philadelphia International Airport to Princeton:
- by train or Uber/Lyft is fully reimbursable.
- If you choose to take a regular taxi (non-Uber or Lyft), limo, airport shuttle bus, or rent a car to travel from and back to the airport, you may provide us with the invoice and we will pay up to $150 in lieu of reimbursing the full cost of a regular taxi (non-Uber/Lyft), limo, airport shuttle bus, or rental car from and to any airport.

Note: Local, regular taxis (as well and Uber/Lyft) are reimbursable for transportation within Princeton. (e.g. A taxi from the Princeton Junction Train Station to IAS.)

Mileage for use of your personal vehicle will be reimbursed at the current government approved rate. Mileage is calculated from one's place of business to the destination. If you need to be reimbursed for mileage, please include MapQuest (http://www.mapquest.com/directions) or Google Maps (https://www.google.com/maps) directions with the beginning and ending addresses that show the distance.

Costs for meals can be reimbursed in one of two ways (below). Please use one method.
  a. A flat per diem of $69 per day subtracting for any IAS provided meals (e.g. breakfast - $14, lunch - $18, and dinner - $37). Note: If we provide dinner for a speaker, deduct 1 day per diem.
  b. OR (2) actual costs. We ask for both the itemized receipt that shows what food was ordered as well as the credit card receipt if a tip was added there. Please remember to ask for a receipt at the IAS dining hall.

The **Request for Travel Reimbursement** form (https://www.ias.edu/campus-resources/working-at-ias/comptrollers-office/online-forms) must be completed, signed, and emailed to me

If you have a US bank account and would like direct deposit, please complete the Direct Deposit Request Form – Accounts Payable Only form (also found here: https://www.ias.edu/campus-resources/working-at-ias/comptrollers-office/online-forms) and attach a copy of a voided blank personalized check or documentation from your bank that includes your checking account number and bank Transit/ABA Number (9 digits). Please note that this form must be typed (except for the signature). If you wish for secure transfer of this form, let me know and it will be sent to you via Filelocker for you to fill out and send back.

If your bank does not accept a US check, please contact me to request a wire transfer form.

Should you have any questions, please contact one of the following Academic Assistants:

Lisa Fleischer (Physics) lisa@ias.edu
Audrey Smerkanich (Physics/Biology) audrey@ias.edu
Amanda Cenker (Astrophysics) cenker@ias.edu

Foreign Currency Conversion Guidelines:

If a US credit card is used to make a purchase in a foreign currency, include the receipt in the currency transacted and the credit card statement showing the U.S. dollar amount and any fees that were assessed.

If US dollars were converted at a bank or kiosk, provide the receipt showing the exchange rate and any fees. Please indicate which purchases you made with these funds. We will reimburse your expenses using the conversion rate for these funds.

If you do not have the receipt showing the exchange rate you received for converting funds, the expense should be converted using the conversion rate on the day of the transaction.
Use the Oanda 164 Currency Converter tool (https://www.oanda.com/currency/converter/), select the transaction type you used to make the purchase (Typical ATM rate, Typical Kiosk rate or typical credit card rate). Print the page with the converted amount as a PDF files and include it with your reimbursement documents.

A visitor or member who made a purchase in a foreign currency with that foreign currency (either cash or credit card), can use OANDA Currency Converter to convert each receipt on the date that expenses were incurred. Use the interbank rate = 0%.

(updated 8/27/2024 LF)