

# Reimbursement Guide

## NSF Workshop:

### A Scientific Planning Workshop for Coordinating Brain Research Around the Globe

April 7-8, 2016

Your social security number or national identification number is required for reimbursement. For security purposes, you should not send this by email. Please print and fill out this form and bring it to the workshop, and we will provide additional copies at the workshop as needed.

Attendee Name	
Mailing Address	
Email	
Social Security # or Other	

## INSTRUCTIONS

The following will be reimbursed with submission of **original and itemized** receipts:

1. Ground Transportation: Taxi/Uber to/from both home and Baltimore/Washington airports will be reimbursed with receipts only. Round trip mileage with prior approval for personal vehicle use will be reimbursed at 0.54 cents per mile. You must clearly identify the full address of the trip's origin and number of miles traveled per trip. A printout of an online mapping direction showing the mileage should be submitted as backup. Car rentals will not be reimbursed.
2. Workshop Registration will be direct billed to the workshop account for of each participant. Your registration includes breakfast, lunch, dinner and coffee breaks on Thursday April 7; and breakfast, lunch, coffee breaks and dinner on Friday April 8.

3. Meals not covered by the Workshop Registration will be reimbursed when receipts are provided and expenses are within reason. Meal receipts need to be “actual” and must in detail show that food was consumed (alcohol is not reimbursed and you must note it on receipt so that it is deducted). NOTE: missing receipts will not be reimbursed.
4. Airfare will be direct billed to Johns Hopkins University. Economy class flights must be booked as a round trip from home city to BWI, DCA or IAD. Please call Concur at 888-433-2556 or email [jhuttravel@worldtravelinc.com](mailto:jhuttravel@worldtravelinc.com) and reference TRA # 0001388 to book your flight. Please book your flight prior to March 23, 2016.
5. Lodging (room and taxes) will be direct billed to Johns Hopkins University. The Inn at the Colonnade is holding a block of rooms for the workshop until **March 16, 2016**. Check on April 6, 2016 and Check out April 8, 2016. To book one of these rooms, please call 410-235-5400, 1-800-560-7753 or visit this link (<http://doubletree3.hilton.com/en/hotels/maryland/inn-at-the-colonnade-baltimore-a-doubletree-by-hilton-hotel-BWICUDT/index.html>) and reference the following code (code CIS). NOTE: Room Internet charges and other incidental expenses will not be covered. Reimbursement requests for other hotels **will not** be approved.

All reimbursement requests must be pre-approved by the organizers. If you have any questions or require special travel arrangements, please contact the organizers ahead of time.

We suggest that you keep copies of original receipts for your records. Reimbursements typically take 3-4 weeks to process.

**Unfortunately, any reimbursement requests received after April 21, 2016 we will not be able honor due to accounting constraints.**

Please mail receipts to:

Heather L. Lockard-Wheeler  
Administrative Coordinator  
Center for Imaging Science  
Johns Hopkins University  
3400 N Charles Street, 301 Clark Hall  
Baltimore, MD 21218

Additional JHU required forms for reimbursement:

Domestic Travelers:

Please complete a W9 <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

International Travelers:

IF Individual is a FOREIGN citizen with a FOREIGN Bank and/or has a FOREIGN address, wire instructions and bank verification are required per policy:

1. Complete - TRAVEL Non-Employee Vendor Add Request form.  
[http://ssc.jhmi.edu/supplychain/forms/shared\\_services\\_forms/vdes.pdf](http://ssc.jhmi.edu/supplychain/forms/shared_services_forms/vdes.pdf)
2. Complete - INTL Wire instruction form to be completed.  
[http://ssc.jhmi.edu/accountspayable/DataFiles/wire\\_transfer.pdf](http://ssc.jhmi.edu/accountspayable/DataFiles/wire_transfer.pdf)
3. Provide - WIRE VERIFICATION required per policy,  
<http://ssc.jhmi.edu/bin/s/i/intlwirepolicesandrequirements0709.pdf>

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Acceptable Verification for INDIVIDUAL's accounts - per policy, Accounts Payable requires an **Official Bank Document** which details the required banking info. This can be in the form of a Letterhead received from the Individual's Bank which details complete banking instructions –OR— A copy of the Individual's Bank Statement (usually easiest to obtain) –OR—Our INTL WIRE Form completed, signed & Bank stamped by the Individual's bank.

Please specify a complete mailing address (no P.O Box) for mailing your reimbursement check.

Please direct all questions via email to [brainx@cis.jhu.edu](mailto:brainx@cis.jhu.edu) with **NSF Brain Reimbursement** in the subject line.