Procurement Services & Subaward Administration Office of the Chief Financial Officer

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December 15, 2021

Dear Bharath Keshavamurthy,

Congratulations! We are pleased to inform you that you have been selected for a USNC-URSI 2022 Travel Fellowship (the "Travel Fellowship") to attend the U.S. National Committee for the International Union of Radio Science ("USNC-URSI") National Radio Science Meeting in Boulder, Colorado, January 4 –8, 2022 ("NRSM 2022"), sponsored by the National Academy of Sciences, which includes under its Congressional Charter, the National Academy of Engineering and National Academy of Medicine (collectively "NAS").

The Travel Fellowship is intended to help defray your travel expenses for IN-PERSON ONLY attendance to the NRSM 2022 IN-PERSON ONLY.

USNC-URSI Travel Fellowship Elements:

I. <u>REGISTRATION</u>: Registration Deadline is <u>December 20, 2021</u>. Register to participate on the <u>NRSM 2022 Registration website</u>. Click on the REGISTER button and proceed through the entire registration process as normal. When you get to the final page titled "Order Summary", you will see a box where you can enter in the discount code (STUDENTSUPPORT22) and apply it to your registration total. After the code has been applied, your balance due will be \$0.00 (unless you order any box meals or carbon offsets) and you can then submit your registration to be confirmed. By using the discount code your registration fee of \$225.00 will be waived. Everything else will need to be purchased. The discount code can ONLY be used by you as a Travel Fellow, and it is non-transferable.

II. <u>TRAVEL REIMBURSEMENT</u>: NAS will reimburse you for your travel expenses to attend the meeting, not to exceed the following:

Non-Colorado Resident Participants - \$375.00

Colorado Resident Participants (minimum 50 mile from Boulder) - \$100.00

*Colorado Residents less than 50 miles of Boulder radius are not eligible for travel expense reimbursement.

III. TERMS:

- 1. You are responsible to make your own travel arrangements. Upon conclusion of NRSM 2022, you will be provided instructions and a link to CONCUR, NAS' online Travel and Expense Management System, for processing your travel reimbursement.
- 2. You must contact James Manning at imanning@nas.edu immediately if you are unable to attend NRSM 2022.
- 3. You are expected to attend the *Student Paper Competition Presentation and Luncheon* on Thursday, January 6, 2022. If you will not be able to meet this requirement, please contact Ana Ferreras, <u>aferreras@nas.edu</u>.
- 4. You will be asked to complete a survey following the event. If you do not complete and submit the survey your travel reimbursement may be delayed.
- 5. You will be expected to conform to professional standards of conduct.

If you should have any questions, please contact James Manning, <u>jamanning@nas.edu</u>.

Sincerely yours,

Madeline Welch

Contract Administrator

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