

Marlan Scully

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Sent: Thursday, March 10, 2016 6:20 PM
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Cc: scully@tamu.edu; 'Selina Garcia'; 'Patrick Philpot'
Subject: 2016 Princeton Workshop Guidelines

Dear TAMU Workshop Participants

The IQSE travel guidelines for receiving maximum reimbursement for your participation in the 2016 TAMU-Princeton Workshop are given below:

AIRFARE

Approved travel assumes a departure date of April 13, 2016 (from IAH to EWR or PHL) and return date of April 17, 2016 (from EWR or PHL to IAH). Deviation from these dates or locations requires PRIOR approval. The cheapest, nonrefundable, coach class (or economy class) tickets on US Air Carriers should be purchased. Airfare max is set at \$350.00. Due to the shortage of flights between CLL and IAH (driving ticket prices up to 850\$-1250\$), travelers will need to plan to take a Shuttle between College Station and IAH or rent a one-way rental car (4 to a car rule applies) on 4/13 and 4/17 (i.e., a rental car should NEVER be parked in airport parking).

Currently flights out of/into IAH are in the 200\$ – 260\$ range.

No expenses while on Personal Leave will be reimbursed. If your trip includes personal time then you will be required to provide an airfare QUOTE obtained at the same time you book your airfare showing the dates and destination of the business travel only. The cheaper of the two will be reimbursed. No hand written quotes are accepted, all quotes must be from a travel agent or an on-line print out. All quotes must show the date the quote was obtained. Please talk to the IQSE Business Office if your trip will include any personal time PRIOR to the travel to avoid any misunderstandings.

Approved Groups before traveling:

TAMU Employees:

STATE TRAVEL Cards must be used through NOEL's TRAVEL (3030 University Dr East, # 200, College Station, TX 77845, (979) 693-2143; becky@noelstravel.com) since travel expenses will be reimbursed on a STATE account.

Non-TAMU Employees:

Before purchasing, a copy of the itinerary as well as names of group members traveling together should be sent via email to Selina Garcia (selina.garcia@tamu.edu) or Patrick Philpot (patrick.philpot@tamu.edu) so that non-employees wishing to purchase tickets via Noel's Travel, can have their names passed to Becky at Noel's Travel as approved to purchase. Noel's Travel Agency will NOT purchase any tickets which have not been approved through the IQSE Business Office.

Once your group has been approved, to purchase a ticket through Noel's Travel Agency, please contact them directly (979-693-2143), giving them the ITINERARY you and your group has agreed on as well as the EXACT SPELLING OF YOUR NAME AND BIRTHDATE as it appears on the government issued ID you will use while traveling. You may also give them a contact number (e.g., your cell phone number) to receive flight updates while traveling, etc.

FOOD

Maximum allowed:

20\$ on 4/13/16

20\$ on 4/17/16

20\$ on 4/16/16 if and only if the workshop does not provide dinner.

LODGING

In order to remain within these guidelines, the folks traveling from TAMU (including anyone whose travel may be paid off TAMU funds) will be staying at the:

Extended Stay America - Princeton - South Brunswick

4230 US Route 1

South Brunswick, NJ 08852

Phone: 732. 438.5010

Rate: 85\$/night

and carpooling in rental cars back and forth from the conference. We have been approved one rental car per four reimbursements. Since we are securing Texas rental cars discounted rental rates, the drivers will have to be TAMU employees. If you choose to make alternate arrangements, please know you may not receive full reimbursement of expenses.

Please know for reimbursement purposes Dr. Scully has approved the following arrangements.

Graduate students and postdocs: 2 to a room

Research Scientists/Professors (faculty equivalents): 1 to a room

Please remember to Split the bill at checkout. Itemized receipt showing travelers name and proof of payment must be submitted for reimbursement.

NOTE: This has been a problem in the past, so please do not leave the hotel without a receipt that lists your name and is specific to your ½ cost of the room. Your reimbursement will not be processed until you can provide a proper receipt.

REGISTRATION

Historically there has been a registration fee associated with the Princeton Workshop. Prof. Svidzinsky will send out more information as it becomes available.

RENTAL CARS (ONLY TAMU Employees can rent rental cars)

Since the group will be flying out of Houston, if a rental car (versus ground shuttle) is used, please know that the 4 to a car rule applies. Two one-way rental cars should be reserved for your groups trip to Houston and from Houston. Please **do NOT under any circumstance park a rental car at any airport. You will need the Rate Identifier to receive the State of Texas Contracted Rental Car rates.** Please do not accept the optional coverage such as Loss Damage Waiver, Additional

Liability, Personal Accident Insurance to name a few. Please check with the IQSE Business Office if you need help making your rental car reservations.

The group will be using rental cars to get from/to the airports (Newark or Philadelphia) to/from Princeton as well as in Princeton to get back and forth from the hotel to the conference site. The rule of 4 applies to these rental cars as well.

GAS, PARKING, TOLLS

If your transportation includes a rental car please save the fuel and tolls receipts.

DURING TRAVEL

The best way to insure that the maximum travel reimbursement is received is to save all receipts and travel documentation. If a receipt is torn or damaged where the dates or amounts are not legible they may not be acceptable for reimbursement. All receipts must be original with your name, proof of payment, name and address of the hotel, name of conference showing dates of conference. No Personal Expenses and No Tips!

AFTER TRAVELING

TAMU Employees - Will Submit Expense Reports through Concur; Non TAMU Employees (Scholarship Students)- will submit all itemized receipts showing proof of payment to the IQSE Business office.

All reimbursement requests/expense reports will need to be submitted by 8:00 AM Monday, May 2, 2016 or expenses may not be reimbursed. It is okay (and you are encouraged) to submit earlier than this as reimbursement requests/expense reports will be processed in the order in which they are received.

NOTE RE: PERSONAL TRAVEL

No expenses while on personal Leave will be reimbursed. This includes airfare, rental car, parking, fuel, etc. If your trip includes personal time then you will be required to provide an airfare quote obtained at the same time you book your airfare showing the dates and destination of the business travel only. The cheaper of the two will be reimbursed. No hand written quotes will be accepted. All quotes must be from a travel agent or on-line with the date being prior to or same as actual date of purchase of the personal itinerary. The auditors must be able to see the date quote was obtained.

Best regards,
Kim

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