

NATIONAL BUREAU OF ECONOMIC RESEARCH, INC.

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To: CEME Organizers and Participants
From: Alison Oaxaca, Grants Administrator
Re: Travel Reimbursement Regulations
Date: February 2014

CEME conferences are funded by the National Science Foundation. Since the NBER administers these funds, not only must reimbursements comply with NBER guidelines, but with all federal regulations as well.

Please look over the following, as it outlines the guidelines and regulations for both NBER and NSF:

Travel by air, rail or automobile

Travelers will be reimbursed for economy class only. Business or first class airfare is not an allowable expense. For international travel (regardless of origin), U.S. flag carriers must be used when available. The exception to this rule is if the traveler has to wait 6 or more hours to transfer to a U.S. flag carrier while en route. ***If a traveler anticipates the need to use a non-U.S. carrier, he or she should contact the NBER for approval prior to purchasing the ticket. Please contact Alison Oaxaca (aoaxaca@nber.org).***

The use of rental cars may be authorized when other transportation is not available or when their use results in savings. It is expected that an inexpensive vehicle such as a compact or economy car is used.

Those who choose to use a personal vehicle will be reimbursed for mileage at the current federal rate, plus toll charges and necessary parking fees.

The purchase of gasoline will only be reimbursed with a rental car.

Meals

NSF funds will pay for meals that are during a meeting, such as a continental breakfast or reasonable lunch expense. These funds will not cover dinners before, during, or after the meeting itself. NSF funds will not cover any alcohol purchase.

Lodging

Lodging charges must be supported by an itemized bill with evidence of payment. It is expected that the traveler will stay at a reasonably priced hotel that *does not exceed the allowable per diem rate for that particular location*. Per diem amounts can be found at:

<http://www.gsa.gov/portal/content/104877>

Please note that the NBER must be notified in advance if hotel accommodations exceed the per diem rates.

Telephone Charges

Telephone charges, minibar charges, or any other personal charges will not be reimbursed as part of the hotel bill.

CEME participants requesting reimbursement will be given an NBER travel expense report form. This form requires 2 signatures before being returned to NBER:

- 1). The signature of the participant, which goes under “traveler’s signature” and
- 2). The signature of the organizer of the meeting, which goes under “approval signature”.

**The organizer requesting reimbursement only needs 1 signature.

The travel expense report must be accompanied by original receipts, and must be submitted to the NBER within 90 days of the return date. Please note that if they are submitted past the 90 day period, all receipts will be returned to the participant without reimbursement.