

Please carefully review the travel procedures and related documents below:

Travel Reimbursement

Your maximum reimbursable amount, to include airfare, lodging, ground transportation, per diem and registration fee is limited to \$1100. In the near future you will receive a Travel Authorization e-mail, a Travel Expense Statement (TES) and an Electronic Funds Transfer (EFT) form from the Oak Ridge Institute for Science and Education (ORISE). When the meeting has concluded, please send the TES along with original receipts for your travel expenses over \$75.00 to:

Connie Lansdon
ORAU
MC212/MS-17
P.O. Box 117
Oak Ridge, TN 37831-0117

Please note that meals provided for you will be deducted from your per diem.

Lodging

ORISE is currently making arrangements for your lodging. Final lodging information and accompanying instructions will be included in your travel authorization e-mail.

Travel Arrangements

ORISE prefers to book and prepay your airline ticket. Please provide the following information: your legal name, date of birth, gender, travel dates and times, departing airport, arrival airport, and travel preference (i.e., airlines). We will send a draft itinerary for your approval. If you wish to book your own ticket, please use the lowest available commercial airfare that meets your schedule and forward a copy of your itinerary, including the price of your ticket, to connie.lansdon@orau.org with the subject line SNL Summer Workshop for Students. Note that when booking your own ticket, flights must be reserved on a U.S. airline in accordance with the Fly America Act, and you risk losing full reimbursement if all requirements are not met.

If any of the following applies to your travel plans a cost comparison/simulation by ORISE is required on the same day of ticketing and should be coordinated through ORISE:

- If your business and personal travel will be combined into one trip.
- If you will have a bundled package that combines airfare, car rental, and hotel into one price.
- If you intend to drive more than 350 miles one way.
- If you are combining two consecutive ORAU trips while remaining in travel status.

Please contact Connie Lansdon at connie.lansdon@orau.org if your travel plans reflect any of the four conditions above.

H1B immigration Status

Consistent with the regulations governing foreign nationals with an H1-B immigration status, ORAU cannot reimburse travel expenses. Because the H-1B immigration status is an employer- and job-specific document, the holder can be compensated only by their H-1B employers as a W-2 employee. They are not allowed to accept payments such as reimbursement under a 1099 independent contractor relationship. However, ORAU can reimburse travel if the H1-B reviewer provides advance approval from their sponsoring agency immigration office.

To process your travel reimbursement, we will need a copy of your Authorization Agreement for Electronic Funds Transfer (EFT), which will be attached to your travel authorization e-mail. Once completed, the EFT should be faxed to 865-241-3168, using the cover sheet provided.