

## Travel Reimbursements

- Mail original copy **within five business days of your return, DO NOT FAX.**
- Include all costs associated with your trip, **including airfare, hotel and conference registrations that were not paid by you.**
- **All original receipts must accompany your reimbursement request, including receipts for costs not directly paid by you.** (i.e. air fare and hotel room receipts – submit itinerary that was emailed to you prior to your trip).
- Government limits for hotel and meal per diems can be found here:  
[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC)
- Meal per diem is the maximum amount reimbursable **per day.** You **MUST** submit original receipts and will be reimbursed for only what you spent.
- Please note that the meal per diem is reduced to 75% on the first and last day of travel.
- Tape **all receipts for one day on one piece of letter-size paper**, write your name and the date the receipts were obtained on the top of the page and circle the totals on the receipts.
- **Do not use a highlighter on receipts and do not tape over totals.** (Highlighters and tape can melt the ink on some types of receipts making them unreadable). **Unreadable receipts may not be reimbursed.**

NOTE: Please take care when taping your receipts. These pages must be copied several times during the various stages of processing, and if they get stuck in the document feeder,

there can be issues with losing receipts.

- **Please do not staple any of these documents together.**
- For faster processing, please follow all directions, double check your math and ensure that your entire reimbursement package can be put through the document feed on a copy machine without catching on anything.
- **Mail the original** to Tracey at the National Program Office,  
Langley Research Center  
MS 307  
Hampton, VA 23681
- It is recommended that you keep a copy of your reimbursement package until you have received your reimbursement.
- **Reimbursements submitted that do not follow these instructions will be returned to the student to redo.**
- If you have any questions, please contact Tracey at [tracey.l.silcox@nasa.gov](mailto:tracey.l.silcox@nasa.gov) or 757.864.9336