



## Dense Matter Equation of State from Nuclear Theory and Experiments Workshop

FRIB

The Dense Matter Equation of State from Nuclear Theory and Experiments Workshop has agreed to reimburse you for the following expense(s):

·Travel Support\* (For selected participants. Amount will be communicated to you by the Local Organizing Committee)

***You will need to pay for all related expenses yourself. The Dense Matter Equation of State from Nuclear Theory and Experiments Workshop will reimburse you **after** the event.***

### **Please provide:**

- Full, legal name per your travel ID:
- Home address to send reimbursement:

*\*Your reimbursement will be paid in U.S. dollars and mailed to the address you have provided*

### **Reimbursement Information for East Lansing per the U.S. Department of State Office of Allowances:**

- \*Meals per diem is at \$59/day (Br-\$13, Lu-\$15, Di-\$26, Incidentals-\$5).

Meals provided by the event are subtracted from the reimbursement.

- \*Lodging for East Lansing is at \$107/ night before tax.

*\*Reimbursement amounts may differ and are up to Local Organizing Committee's discretion.*

We encourage you to book your lodging using our block code found [here](#)

### **Rules for airfare reimbursement with Dense Matter Equation of State from Nuclear Theory and Experiments workshop funds:**

1. The least expensive flight possible given dates, airports, and connections.
2. Business dates for USA travel are arriving a day before the program and leaving the day after the program. (No personal time/travel)
3. If you are receiving airfare reimbursement and choose to travel outside of the program dates, you must obtain an airfare quote from Christopherson Travel (1-800-509-7081 Monday–Friday 8 am – 8 pm ET) at the same time you purchase your ticket.

You can also email them at [msutrael@cbtravel.com](mailto:msutrael@cbtravel.com) and request the fare quote.

*\*Failure to obtain a written quote, or cost comparison at the same time you purchase your airline ticket, will result in a limit of 50% of airfare reimbursement. Once you receive an airfare quote, you will be reimbursed at the lower ticket rate.*

**Materials needed to process your reimbursement should be scanned electronically and emailed no later than **7** business days after the last day of your travel.**

Exceptions will be considered on a case-to-case basis

*\*We cannot guarantee reimbursement if the required paperwork is submitted late.*

Following the meeting: Scans of your original airfare receipts for proof of travel, lodging folio showing all charges, fees and taxes and that payment was received. Airline receipts must also show an itinerary with airports, dates and times listed.

Please let us know if you have any questions about this information.

On behalf of the Local Organizing Committee,

I hope your participation in this workshop will be beneficial to you and your research!