

## 2018 Native STEM Education Summit

### Montana NSF EPSCoR

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#### Participant Support Reimbursement Guidelines

Participant support will be provided by way of reimbursement after the workshop has concluded. Reimbursements are typically set up to be paid to institutions, however *if institutional channels are unavailable, it is possible to reimburse individuals.*

To initiate the reimbursement process, please provide the following to Kristina Sager Simensen (kristina.sager@mso.umt.edu).

- W9 form for the *institution or individual* who will receive reimbursement. (Note that if we have your W9 on file from the 25<sup>th</sup> NSF EPSCoR National Conference, you do not need to re-send it).
- *Participant Support Reimbursement Form* for each institution or individual who will receive reimbursement. This form can include information for more than one person, all of whom are associated with one institution. For example, if three people from the same University are requesting reimbursement, information for all three of them can be listed on one reimbursement form.
- Receipts for ALL eligible expenses included in the Participant Support Reimbursement Form. Eligible expenses include:
  - Airfare
  - Baggage fees
  - Mileage (this can be from home to airport or from home to Kalispell); to receive mileage reimbursement please provide a pdf of a mapquest or google maps route with point of departure and arrival, including total mileage.
  - Ground Transportation – no rental cars unless pre-approved (taxi, uber, lyft, shuttle or metro/subway)
  - Per Diem may be reimbursed at institutional rate or up to the current GSA rate. (Please provide the dates and times of departure/arrival.)
- Please note that lodging expenses will be paid for directly by Montana EPSCoR and are therefore not eligible for reimbursement.

#### Frequently Asked Questions

##### **I drove a vehicle to the workshop - how is this reimbursed?**

Travel to the workshop by car will be reimbursed at \$0.545 per mile. For documentation, please include a Google Maps or Map Quest (or other) printout/pdf of your round trip, including total mileage.

##### **I had a multi-city airline trip (not round trip). What documentation is needed?**

Please provide documentation of the cost of round-trip airfare from your local airport to Kalispell - this can be a pricing estimate from Priceline/Expedia/Kayak or an airline website or other similar website. The workshop can reimburse multi-city airfare to Kalispell for the conference up to the estimated round-trip price.

**Do I need a W9 form from the IRS or the 'UM Substitute W9 Form' that Montana EPSCoR sent me?**

A W9 form is required for reimbursement and either one will work - either the IRS form or the 'UM Substitute W9 form.'

**I have already purchased my airline ticket. Can I get reimbursed now?**

All reimbursements will be processed after the workshop has concluded. It is easiest for our reimbursement team to receive all paperwork (W9, reimbursement form, receipts) at once.

**Questions?**

Please direct any questions about reimbursement to Rhonda Stoddard ([Rhonda.stoddard@mso.umt.edu](mailto:Rhonda.stoddard@mso.umt.edu)) and Chelle Terwilliger ([michelle.terwilliger@mso.umt.edu](mailto:michelle.terwilliger@mso.umt.edu)).