UC Berkeley NSSC Fellow & Affiliate Travel Guide

The purpose of this travel guide is to provide NSSC students, postdocs, and affiliates at UC Berkeley with the tools to plan research-related travel in a timely fashion, while adhering to federal and university policies.

NOTE: NSSC strongly encourages our Fellows and Affiliates who are delivering an oral or poster presentation at an academic conference to apply for supplemental travel support. Information on conference travel grants available here: https://grad.berkeley.edu/resource/conference-travel-grants/

Before Your Trip
➢ Obtain permission from your **faculty advisor** and forward their approval email to avabenkhatar@berkeley.edu or nssc_info@berkeley.edu
➢ Please note that there is a lengthy process to approve **international** travel. These requests must be submitted well in advance of anticipated travel dates.
➢ Fill out the **Travel Request form.** This forms can be found on the NSSC website: http://nssc.berkeley.edu/resources/
  ○ Provide all trip details on the Travel Request form, including **purpose** (i.e., present a paper or poster, participate in an experiment), duration of the trip, location of trip, and approximate cost.
  ○ Forward the email from your advisor stating that you have received their **permission** to submit a travel request
  ○ Please note that NSSC may only provide travel support for a **limited number of days** for each conference or research trip. Travel duration that exceeds 4 business days requires extenuating circumstances to be detailed in the request.
  ○ NSSC does not cover the cost of a **rental car**. If there are extenuating circumstances that require a car rental, please detail this in your request.
➢ Submit travel request form to avabenkhatar@berkeley.edu or nssc_info@berkeley.edu. Your request will be reviewed by the NSSC Leadership team, and you will be emailed if your request has been **approved**.
➢ If you are attending a conference/event that other NSSC students will also be attending, you are required to **share a hotel room**. NSSC can help coordinate this.
➢ If booking a **flight**, NSSC can work with you to select and submit payment. You can either request a Direct Bill ID to have your flight paid for by NSSC upfront, or you may purchase your flight and be reimbursed after the trip. The Direct Bill ID request form can be found on the NSSC website: http://nssc.berkeley.edu/resources/ Please note that you must submit the Direct Bill ID request form and purchase your flights at least two weeks prior to your travel. If you purchase your flights less than two weeks prior to travel, you may be responsible for covering the cost difference.
➢ Please refer to the Travel in a Nutshell guide (https://travel.berkeley.edu/understand-policy/travel-policy-nutshell) to review what costs are eligible to be reimbursed under UC Policy and the cost limit for lodging and per diem. There is also a Quick Guide to Traveling on UC Funds (https://www.erso.berkeley.edu/web/sites/default/documents/ERSOTravelQuickGuide.pdf) for your reference.

During Your Trip
➢ **Budget for the daily limits on reimbursement for lodging and meals**. Per diem expenses are limited to $79 as of 10/01/22, and lodging is limited to $275/night. Please review the rules to be sure your costs can be reimbursed. Check rates before each trip, rates are updated frequently! The current reimbursement limits should be detailed here: https://travel.berkeley.edu/understand-policy Check in with avabenkhatar@berkeley.edu, nssc_info@berkeley.edu or ersotravelhelp@erso.berkeley.edu if you have questions.
➢ To submit for reimbursement **receipts** are required for all expenses of $75 or more. Receipts are required for airfare, lodging, and car rental expenses regardless of amount. The traveler must be at least 40 miles from the headquarter location or home, whichever is closer, to be reimbursed for an overnight stay

After Your Trip

➢ Submit for reimbursement within 45 days of returning from your trip.
➢ You will need to submit a **reimbursement** for your lodging, meals, and other expenses. Only airfare can be purchased directly through the grant in advance. All **reimbursement** forms are available on the ERSO website: https://www.erso.berkeley.edu/web/travel#Reimbursement
➢ For **domestic** trips, fill out the Continental Reimbursement Form and submit it through the ERSO intranet (http://www.erso.berkeley.edu/erso/ (Systems > Intranet) along with your receipts. For **international** trips, please use the Non-Continental & Foreign Reimb Form. Contact nssc_info@berkeley.edu if you have any problems.
➢ Submit the reimbursement under **Jasmina Vujic as the PI,** and **note the name of your Academic Advisor in the description, as well as the specific details of your trip.**
➢ Forward your ERSO request confirmation to avabenkhatar@berkeley.edu or nssc_info@berkeley.edu
➢ Your reimbursement will be processed via check or Electronic Fund Transfer.
➢ If you **shared** an expense (i.e., hotel room), please calculate your portion to be reimbursed on the reimbursement form.

NSSC Restrictions

➢ Please note that **alcohol** expenses will not be reimbursed by the grant.
➢ NSSC may only support each student for up to **two conferences per academic year.**
➢ NSSC-supported hotel rooms at conferences attended by multiple students from UC Berkeley should be **double occupancy.**