Instructions for Summer School Travel Reimbursement

In order to be reimbursed for summer school you will need to either email the NCNR User Office a copy of your receipts to ncnraccess@nist.gov or fax them to 301-975-2351. Below you will find a checklist of possible receipts you may have.

Once your receipts have been received, a travel voucher will be processed. You will have a chance to review before finalizing. You will receive an email with the travel voucher attached that you will need to sign and either email or fax back to the User Office.

Please send a copy of your receipts ASAP. The sooner you return your receipts the quicker you will be reimbursed.

Receipts you may have:

___ Receipt from taxi to and from airport
___ Parking receipt from airport
___ Hotel receipt
___ Car rental and gas receipts (for rental only)
___ Receipts from any tolls you paid or amount paid if no receipt was given
___ Receipt from registration fee
___ Receipts for any other expenses (excluding food)

Please contact me if you have any questions or concerns.

Thanks,

Becky Ogg
NCNR User Office
301-975-4997
ncnraccess@nist.gov