

Intel International Science and Engineering Fair (ISEF) Travel and Expense Policies and Procedures

It is the expectation that a responsible adult sponsor will accompany each winner of the ISEF trip. That sponsor may be a parent or teacher or other qualified adult chosen by the parents of the student. Reservations for plane and hotel will be the responsibility of the student's family. Expenses incurred by the student and their sponsor will be reimbursed by GNSEF as outlined below.

1. Covered expenses

- **Project shipping** to ISEF site

- **Air Travel:**

1. Travelers fly coach class.
2. Seek the best prices available given time and route constraints by travelers.
3. The cost of an upgrade in class is not reimbursable by the Greater Nebraska Science and Engineering Fair (GNSEF).
4. Airport or airline club membership fees are not reimbursable by the GNSEF (i.e., frequent flyer miles).

- **Ground travel:** use public transportation, taxi and shuttle services. Please note that limousine services are not reimbursable.

- **Hotel Accommodations:**

1. Accommodations should be non-luxury/moderately priced hotels.
2. Expenses beyond basic room costs will not be reimbursed (e.g., videos, internet, etc.).
3. Students traveling with parents are expected to share a room.
4. Student rooms shall stay in rooms as close to accompanying Adult Traveler as possible.

- **Meals:** The Greater Nebraska Science and Engineering Fair (GNSEF) uses the GSA Per Diem rate for the destination location to determine the maximum daily meal rate. For Los Angeles, CA, travel meal expense reimbursement is not to exceed \$71 per day. Meal receipts are required for reimbursement.

Note: Alcohol is not a reimbursable item.

2. Expense Reimbursement:

Receipts:

1. **It is the responsibility of the individual seeking reimbursement, to obtain and submit all required supporting documentation, including original receipt showing detail of items purchased (i.e., credit card receipt is not sufficient for meal expenses).**
2. Receipts are required for project shipping, travel (air and ground) and hotel accommodations.

- Air travel, the original passenger receipts or e-ticket receipts that clearly indicate the cost and proof of payment is required. NOTE: Include luggage receipts if applicable.
- Hotel Bill – receipt is required for reimbursement of lodging.
- Ground Travel – Ground Travel expense and original receipt must include the travel date and purpose. For example: Travel from the hotel to the Fair site ___date, \$5 for bus far.
- Meal receipts are required for reimbursement detailing food and drink purchased.

3. Reimbursement steps

Step 1 - Submit a pre-approval travel plan to Pam Rademacher. Two weeks prior to travel send an email to the address below stating how you are traveling. For example: Coach on United Airlines for \$___ staying in the Holiday Inn for 5 nights at \$___ per night per room for a total hotel expense of \$_____ for both rooms over the entire stay.

Review and pre-approval of the airfare and hotel is required for reimbursement. The GNSEF realizes that many of the other expenses are unknown prior to travel.

Step 2 - Signature Responsibility. It is the responsibility of the individual being reimbursed to provide an accurate and truthful representation of allowable expenses to be paid by the GNSEF.

Step 3 - Travel expenses must be submitted within four weeks of ISEF completion to the following address:

Pam Rademacher, GNSEF
 781 N. 58th Rd. □
 Nebraska City, NE 68410 □
 Phone: 402-873-3209 □
 Email: gldemacher@gmail.com

4. ISEF Coordination & ISEF Adult-in-charge (AIC).

To prepare for attendance at the ISEF an AIC must be designated. In that role, you will work closely with the GNSEF Director to register the GNSEF Official Party. In addition to supporting the official party registration, the AIC is responsible for the GNSEF finalists' project set-up, including clearing any Scientific Review Committee (SRC) or Display & Safety infractions, and serve as the central point of contact for members of your Official Party. Use the following link for AIC responsibilities and information you need to plan your ISEF trip:

<http://student.societyforscience.org/attendees>

GNSEF Director

Date

**Greater Nebraska Science and Engineering Fair Travel Consent Form for
Travel to Intel International Science and Engineering Fair (ISEF)**

Who are the parent(s)/legal guardian(s) that give their consent for the individual under the age of 18 to travel with another adult.

Parent Name: _____
Printed name Signature

Relationship: _____

Parent Name: _____
Printed name Signature

Relationship: _____

Name of ISEF Qualifying Student going on this trip:

Full Name: _____

Date of Birth _____

Where will the ISEF Qualifying Student travel to and what are the dates of the trip?

Destination: _____

Start Date: _____

End Date: _____

Who will the ISEF Qualifying Student be traveling with?

Adult-in-Charge: _____
Print Name Signature

Other Adult: _____
(If Applicable) Print Name Signature

Relationship: _____

Description of Document: **Greater Nebraska Science and Engineering Fair Travel Consent Form for Travel to Intel International Science and Engineering Fair (ISEF) Document**

Acknowledgement

State of Nebraska

County of _____

The foregoing instrument was acknowledged before me this

_____ day of _____, 20____

by _____
(Signature of parent/guardian)

by _____
(Signature of parent/guardian)

Notary Public

Date