

Travel Reimbursement Instructions:

Event:

BD IWG Workshop: Measuring the Impact of Digital Repositories
National Science Foundation, Arlington, VA, 22230
February 28- March 1, 2017

Who Can Apply:

If you are an invited speaker that is not employed by the Federal Government, an academic, or a small business owner you may qualify for reimbursement of your travel expenses. Priority will be given to speakers and academics. If there are any funds remaining they will be used to support non-academics.

Deadline to submit a request is March 15, 2017.

Categories of funding availability

- **Local attendees:** (local is defined as within 50 miles of the workshop venue) no funding available.
- **Non-local attendees originating within the US:** up to \$1,500 (based on an estimate of \$400 for a 2-night hotel stay, transportation (see airfare criteria below), and related expenses)
- **International attendees originating outside the US:** up to \$2,000 (based on an estimate of \$400 for a 2-night hotel stay, airfare (see criteria below), and related expenses)
- **Airfare criteria:**
 - Airfare receipt must show Economy class purchased (you may use miles to upgrade your status)
 - Airline must be a US Carrier (they can be code-shared airlines, but the US code must appear on the ticket/receipt)
 - Reimbursement will be given for a round-trip from your home airport to a Washington DC airport, direct if possible.
- Suggested Hotels within walking distance of the workshop are:
 - **The Arlington Hilton** <http://www.hiltonarlington.com/>
 - **Westin Arlington Gateway** <http://www.westinarlingtongateway.com/>
 - **Marriott Residence Inn** <http://www.marriott.com/hotels/travel/wasin-residence-inn-arlington-ballston/>

Please make your own arrangements and save all receipts. After the workshop is completed you will be told where to submit your information for processing.

If you have additional questions in the meantime please contact Wendy Wigen at wigen@nitrd.gov.