

CASFER 2026 Year 3 Renewal Site Visit Travel Instructions

The Center will cover travel expenses for CASFER professors, senior researchers, and graduate students or postdocs supported by the grant, match, or institutional contributions to currently funded CASFER projects (typically one grad student/postdoc per task). In addition, undergraduate students doing CASFER research may also travel, with each institution determining its own selection process (previous REU participants are recommended). Additional students may be considered depending on the final count. All students should coordinate with their PI before registering.

All attendees must send an email to casfer@ttu.edu with their check in and check out dates by April 25th.

Travel costs will be reimbursed through Texas Tech University procurement process to personnel from MIT, CASE, FAMU, GT, SAB, EDAB. After the site visit, we will reimburse you for your airfare, baggage, airport parking, Uber/Lyft to and from airport/hotel, and per diem meals on your travel days, except for the meals provided by the event.

Hotel information:

Hotel reservations will be paid directly by **TTU**. Students/Postdocs may share rooms. You don't need to do any hotel reservation (by sending the email mentioned above to casfer@ttu.edu your hotel room will be secured).

Overton Hotel

2322 Mac Davis Ln,
Lubbock, TX 79401

Recommended travel dates:

Flight In ALL: Mon 05/18/2026 (arriving before 1 PM) or Sun 05/17/2026 if not possible arrive earlier on the 18.

Flight Out Students: Fri 05/22/2026 anytime or Thu 05/21/2026 (night after 6 pm) .

Flight Out Faculty/SAB/EDAB: Thu 05/21/2026 anytime

Flights will be reimbursed for economy/main class and max one bag will be reimbursed.

Poster session: Each student/postdoc will be required to present a poster of their research. Must use the CASFER Template. Please turn a copy of your poster to (casfer@ttu.edu) by Friday, May 8, so they can be reviewed and printed at Texas Tech. Do not modify the template, dimensions must be 36x48 inches (horizontal).

CASFER Reimbursement Process

Please in one email (to casfer@ttu.edu) send the following information

- (1) [2025 Guest Travel Expenses excel file](#), please fill it your name and the Participant Transportation: 7B7005 section (top section) only.
- (2) your receipts in one single PDF format (do not submit meals receipts, as they will be reimbursed at the per diem rate).

Your travel expenses need to be submitted within 15 business days after travel has been completed.

If you have previously attended events at TTU, your information is already established in our payment system.

For new personnel, you will receive an email from the TTU Procurement department with a link to set up your vendor profile in the payment system, after you submit your receipts to us. Please check your junk email box in case the email goes there instead of your Inbox. You will need to submit your information to this link before your account is set up.

For any additional question slack or email Christian Alvarez Pugliese alv12192@ttu.edu