

CASFER SITE TRAVEL INFORMATION

Members from other partner universities (Professors, Students, student members of the Student Leadership Council (SLC). Postdocs, EWD, DCI, IE leaders and Deans), Advisory Board Members, Special invitees, Leadership team members, such as the institution lead Co-PIs and Deans should plan to attend in person.

Project PIs may bring one student/postdoc per task on each project they are participating in. Students/Postdocs will need to present a poster of their research (details will be sent before each event regarding this).

Travel costs will be reimbursed by Texas Tech University.

Hotel reservations: Accommodations will be paid directly by TTU, please email Autumn (autward@ttu.edu) and Tracie (tracie.mcclaran@ttu.edu) a list of people that will be traveling with you. In that email, please copy the people attending so we will have their email addresses too.

Airfare: Flights will be reimbursed for economy class and max one bag will be reimbursed.

After the site visit, we will reimburse you for your airfare, baggage, airport parking, Uber/Lyft, and per diem meals on your travel days via [GSA guidelines](#) . All other meals (breakfast, lunch, dinner) are provided on the day of the site visit.

Please email your receipts in one single email in PDF format, with totalized costs by category to Autumn and Tracie, which will be adjusted, if needed, according to TTU policy. In addition to the receipts, please attach the Procurement Guest Travel Expenses as an excel file, with all your travel expenses filled out. Your receipts and 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 people, 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.