Procedure to Use LaserNetUS Travel Grants

Purpose/Description

This procedure provides comprehensive instructions on applying for LaserNetUS travel support. It covers eligibility criteria, required documentation, travel arrangements, and the reimbursement process to ensure travelers meet LaserNetUS policies and requirements.

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Step 1: Determine Eligibility for Travel Support

Travel support is available to—

- ○ **Researchers** participating in approved LaserNetUS experiments.
- ○ **Attendees** traveling to/from LaserNetUS events.
- ○ **Representatives** attending conferences on behalf of LaserNetUS.

Note: Domestic travel for U.S. citizens is generally eligible. Travel for non-U.S. citizens and international travel is subject to additional review and may have further restrictions.

Step 2: Submit Required Forms and Information

6-8 Weeks Before Travel

- ○ **All Travelers:** Complete the <u>LaserNetUS Travel Support Request form</u>, including estimated expenses.
    - ■ **Important:** *Do not exceed your pre-approved amount.*
- ○ **Non-U.S. Citizens:** Submit immigration documentation via the secure SLAC portal.
    - ■ Follow the instructions in the email you receive to submit the immigration documentation via the secure SLAC portal.
    - ■ **Important:** *This step is mandatory to receive reimbursement from SLAC.*
- ○ **International Travel:** Foreign travel authorization is required and may not always be approved.

Step 3: Follow the Approval Process

4-6 Weeks Before Travel

Your request undergoes the following process after you submit the **LaserNetUS Travel Support Request form**.

- ○ **Internal Review:** The LaserNetUS Users Office reviews your request.
- ○ **Approval Notification:** You receive an email confirmation or a request for additional information.
- ○ **Invitation Issued:** Upon approval, SLAC/LaserNetUS issues a **Sponsored Guest Invitation Letter** to confirmed travelers that details which expenses will be reimbursed post-travel.
    - ■ **Important:** *Keep your invitation letter, as it is required for reimbursement by SLAC/LaserNetUS.*
    - ■ This email will include essential travel information and outline which expenses are reimbursable according to <u>SLAC's Travel Policy</u>.

Step 4: Make Travel Arrangements

After Approval (once you've received the Sponsored Guest Invitation Letter)

- **Booking**
    - You must receive the **Sponsored Guest Invitation Letter** before booking travel.
    - *For stays over 28 days*, the lodging per diem is reduced to **55% of the GSA rate**. Consider shared, furnished accommodations (e.g., Airbnb), aiming for a nightly rate of **$50-60 per person**.
- **Per Diem**
    - Retain all meal and grocery receipts for reimbursement.
    - **Required:** *You must obtain separate receipts for alcohol or personal item purchases, as they are not eligible for reimbursement.*
- **SLAC Travel Policy**
  Please refer to [SLAC's Travel Policy](#) for a complete overview of reimbursable and non-reimbursable expenses.

Step 5: During Travel, Take These Steps

- **Follow the Approved Itinerary:** Follow the original schedule. If adjustments are needed (e.g., flight delays or extended stays), notify the travel coordinator immediately.
- **Keep Receipts:** Retain receipts for airfare, meals, ground transportation, and accommodations to ensure reimbursement.

Step 6: Submit Expenses and Receive Reimbursement

After Travel—

- **Submit Receipts**
    - <u>Email</u> all receipts to the [travel coordinator](#), who will prepare your **Expense Report** in SLAC's Concur system.
    - The travel coordinator will communicate with you for all pertinent information regarding your travel reimbursement.
    - Once the report is ready, sign into Concur to review and submit it.
        - ➢ **Important:** *Travelers must submit their own expense reports, as SLAC cannot submit on their behalf.*
- **Non-U.S. Citizens:** To confirm reimbursement eligibility, be prepared to provide proof of immigration status during the trip (e.g., electronic I-94 and visa copy).

- - **Processing and Reimbursement**
    - **U.S. Citizens:** Approved reimbursements are typically processed within **14 business days**.
      - **Payments** will be made via Direct Deposit through Concur.
      - **Important:** *Your U.S. banking account must be connected to Concur to receive reimbursement. Once you've received your Concur account credentials from the User Office after travel, please ensure your bank account (to receive the direct deposit reimbursement) is linked to your Concur account.*
    - **Foreign Nationals:** Reimbursements are issued via wire transfer only and may take **8-12 weeks**.
    - **All Submitters:** *While the reimbursement process for all submitters is typically completed within 1 month, please note that the entire process—from submitting the report in the Concur system to receiving reimbursement approval—can take up to 2 months. This depends on the complexity of the travel, the expenses involved, and the workload of the SLAC Travel Office processing reimbursements.*

Step 7: Follow Post-Travel Reporting Requirements

For trips associated with research or experiments, travelers may be asked to submit a brief report summarizing insights, results, or highlights from conferences. You can download and use the **LaserNetUS Trip Summary Report document**.

Acknowledgment: Recipients of LaserNetUS travel grants must acknowledge funding in presentations and publications using one of the following sentences.

- *"The work was partially supported by the U.S. Department of Energy's (DOE) Office of Science (SC) Fusion Energy Sciences (FES) program under Contract No. FWP-100884: LaserNetUS Management."*
- *"[Name]/[Team] received travel support from LaserNetUS: a U.S. Department of Energy, Office of Science user program."*

Contact Information

- **Travel Coordinator:** Brandon Tan, btan@slac.stanford.edu
- **General Assistance:** ccurry@slac.stanford.edu

FAQs

- **Can I apply for travel support for multiple trips?**

  Yes, as long as each trip aligns with approved LaserNetUS activities.
- **What expenses are covered?**
  - Covered expenses typically include airfare, lodging, ground transportation, and meals within set limits.
  - For full details, refer to [SLAC Sponsored Guest Travel Policies](#).
- **What if my travel is delayed or canceled?**

  Notify your LaserNetUS travel coordinator promptly to make any necessary adjustments.