



National Radio Astronomy Observatory
Associated Universities, Inc.

OUTSIDE OBSERVER TRAVEL AUTHORIZATION AND EXPENSE VOUCHER

Please indicate if reimbursement is payable to observer or institution

Name of Observer: _____ Email: _____

Address: _____ Phone: _____

U.S Institution: _____

Address: _____

Observing/Data Reduction Dates: _____ to _____ Program Number: _____

Number of Round Trip(s) Requested: _____ Site Visited: _____

Account Number (required): _____

Travel request approval: _____ Date: _____

(NRAO AD or designee signature)

This form will authorize the above-named U.S. institution or traveler of such institution to request reimbursement for a portion of the transportation costs incurred by the named U.S. traveler in performance of the indicated observing or data reduction program. Please check corresponding box above as to who should be reimbursed.

To qualify, the U.S. investigator must not be employed at a Federally Funded Research and Development Center (FFRDC) or its sponsoring agency. Exceptions are possible (e.g. investigators early in their careers); contact borahood@nrao.edu to request an exception.

Reimbursement: Actual Cost of Economy Airfare or Mileage of private Automobile:

See page 2 for instructions: \$ _____

I certify I have not requested these funds from any other source and these charges, incurred by me, are proper and correct.

Signature: _____ Date: _____

(Observer Signature)

Reimbursement request approval: _____

Travel office East:
Fiscal Office
National Radio Astronomy Observatory
P.O. Box 2
Green Bank, WV 24944-0002

Travel office West:
Fiscal Office
National Radio Astronomy Observatory
P.O. Box O
Socorro, NM 87801

National Radio Astronomy Observatory

Associated Universities, Inc.

OUTSIDE OBSERVER TRAVEL AUTHORIZATION AND EXPENSE VOUCHER

1. Reimbursement will be for the actual cost of the lowest available advance purchase (at least seven days) airfare, up to a limit of \$1,000, originating from within the U.S. including its territories and Puerto Rico. Costs of lodging in NRAO facilities can be waived on request in advance and with the approval of the relevant site director or their designee.

No reimbursement will be made for ground transportation or meals associated with traveling by air.

2. When a private automobile is used at the traveler's convenience in lieu of air travel, the reimbursement to the traveler shall take into account the total expense that would have been incurred had the traveler traveled by air. The traveler is entitled to reimbursement of the lesser of:
 - a. estimated expenses of applicable lowest available advance purchase (seven day minimum) airfare, or
 - b. the prevailing IRS standard mileage rate reimbursement for actual miles driven plus tolls, parking, and other actual expenses associated with operating the vehicle.
3. The U.S. investigator should:
 - a. Complete an **Outside Observer Travel Authorization and Expense Voucher**, available from the office of the relevant site director or on the web at: http://www.nrao.edu/administration/fiscal_office/outsideobserver.pdf
 - b. Have the **Outside Observer Travel Authorization and Expense Voucher** approved by the relevant site director or their designee.
 - c. Submit the completed **Outside Observer Travel Authorization and Expense Voucher** with original ticket or e-ticket receipts to the U.S. institution's travel office.
4. The U.S. institution should:
 - a. Request reimbursement by submitting the **Outside Observer Travel Authorization and Expense Voucher** and original ticket or e-ticket receipts to the appropriate NRAO Fiscal Office as indicated on the **Outside Observer Travel Authorization and Expense Voucher**.
 - b. Make its request within 30 days of the completion of the authorized travel