

## INSTRUCTIONS FOR THE MCC TRAVEL AWARD

If you have been awarded a MCC Travel Grant to attend an activity, some of your travel expenses will be reimbursed with the following procedure. Please read the following instructions **carefully** so you will understand the conditions of this grant.

1. The travel funds are to support travel from your home institution to the workshop and back and registration fees, lodging, and food at the workshop. The support is partial. The difference between the total expenses and our support can be paid either with your own funds, or those from another grant. We expect you to attend the entire workshop.
2. You are expected to make your own travel arrangements AND to register for the workshop on your own. We can only reimburse travel on US owned airlines such as American, United, Northwest, Delta, USAIR, *even if this increases your travel expense*. If another carrier is partner to a US carrier, (e.g. Lufthansa-United) the ticket MUST be for the US carrier. If travel cannot be completed on US carriers, you can be reimbursed for travel on non-US airlines. (The exact NSF rules are available at <http://www.nsf.gov/pubs/2002/nsf02151/gpm7.jsp>).
3. Within one month of the end of the workshop you MUST return the following items to us. Inform us in advance (travel@mcc.uiuc.edu) if you will be late in filing your report. If we don't hear from you within one month, the money may be offered to another applicant.
  - a. Completed and signed Materials Computation Center Travel Reimbursement Form.
  - b. Original air tickets, train tickets, lodging receipts and registration receipts up to the limit of your award. We do not need individual meal receipts; we will assume an allowance based on information from the workshop organizers.
  - c. A one-page trip report of the meeting, formatted in plain text, concerning how the meeting has aided your research and career. All comments and suggestions concerning the MCC travel program or workshop are welcome. Submit your trip report to <http://fms.physics.uiuc.edu/mcc/report.htm> using the password given in the email award of the grant. (If you have lost the password, you can send the trip report to [travelreports@mcc.uiuc.edu](mailto:travelreports@mcc.uiuc.edu).)
  - d. For non-US citizens, a photocopy of your current visa and I-94.
4. Within one month of our receiving the items under #3, you will receive a reimbursement check from the University of Illinois to the address you supplied.

**If you have any questions regarding travel reimbursement or the completion of the Materials Computation Center Travel Reimbursement Form, please contact Susan Logan at (217) 244-2944 or [sklogan@uiuc.edu](mailto:sklogan@uiuc.edu) or Bill Testory at (217) 244-2943 or [wtestory@uiuc.edu](mailto:wtestory@uiuc.edu).**

**Enjoy the workshop!**