

# EarthCube Travel Procedures

ESSO's mission in assisting EarthCube-funded travelers with their travel is to provide quick, efficient service within the bounds of UCAR's Travel Policies. Whether your travel is domestic or international, whether you wish to book your itinerary yourself or have ESSO do that for you, there are certain policies that must be followed in order to ensure timely approval and reimbursement by UCAR. Please follow the steps below, and contact [Inken Purvis, ESSO Travel Arranger](#), if you have any questions. Happy travels!

## 1. Create Your Traveler Profile

Actually, have ESSO create one for you. UCAR uses a travel system called Concur Travel through which we manage all UCAR (and EarthCube) funded travel requests, reservations and expenses. (Non-employees do not have access to Concur; the ESSO Travel Arranger will submit and process these items on their behalf.)

If you have not yet done so, [email Inken](#) the following information so she can create or update your profile:

- Your full legal name as it appears on your travel ID (i.e., passport or driver's license)
- Your home institution
- Your preferred mailing address
- Email and telephone numbers (i.e., work and cell phone)
- Date of birth

You may also submit this same information on [this easy form](#) (on the Unidata site). This will give your ESSO Travel Arranger everything needed to manage your profile and ensure your legal information is on your official travel documents.

## 2. Submit Your Travel Request

Per UCAR's travel policies, all travel requests must be submitted for approval **before** making travel plans or reservations. From a booking standpoint, the sooner we have your travel request the better, both with respect to availability of flights, rooms, etc, as well as the lowest rates we can procure.

All you need to do to submit a Travel Request is [email Inken](#) with:

- the reason for the travel,

- proposed dates of travel, and
- estimates of costs to be incurred.

Please do this as soon as you are aware you need to travel for EarthCube supported business. ***Without this information, travel cannot be requested nor be reimbursed.*** Travel requests cannot be submitted after travel has commenced.

### 3. Booking Flights, Hotels, Cars, etc.

Shortly after you submit your Travel Request, the ESSO Travel Arranger will notify you that your Travel Request has been approved and you may begin booking flights, hotels, etc., or we can book them for you.

We ask that you please book your flights as early as possible on a **domestic (U.S.) carrier**, as required by the Fly America Act: “Federal travelers are required by 49 U.S.C. 40118, to use United States air carrier service for all air travel and cargo transportation services funded by the United States Government.” For exceptions and for more information, please see: <http://www.gsa.gov/portal/content/103191>.

For booking flights or making rental car reservations, UCAR has an agreement with Cain Travel in Boulder, Colorado. Cain can book your flight and/or make rental car reservations on your behalf. Booking through Cain will automatically direct-bill UCAR. Cain will also verify if your trip is Fly America-compliant. If you wish to have your travel direct-billed to UCAR, you will first need to forward your itinerary preferences to the ESSO Travel Arranger.

#### **International Travel**

Per UCAR policy, **international visitors are required to use Cain Travel** to book their flights and/or rental cars when travelling on UCAR/ESSO-supported business. ***International travel that is booked through another agency will not be eligible for reimbursement.***

### 4. Arranging Your Own Travel

You can make your own reservations if you prefer; however, you must comply with all UCAR travel policies. Further, your reservations must be forwarded to the ESSO Travel Arranger for entry into the Concur site. Without this information, reimbursements cannot be processed.

### 5. What UCAR Reimburses

1. Full travel costs (if driving instead of flying, mileage may be reimbursed at \$0.535/mile)

- a. Airfare costs (must comply with Fly America Act) at economy level
  - b. Hotel, excluding items such as room service or laundry
    - i. **Please note that UCAR may not reimburse for extra nights' stays if those are on non-EarthCube business.** However, we will try to accommodate extra nights' stays, within reason, based on your itinerary.
  - c. Airport parking (economy lot)
  - d. Rental cars – these can be reserved via Cain Travel
  - e. Ground transportation, including tolls
  - f. Miscellaneous (such as checked baggage costs, etc.)
2. Per Diem for meals not provided by the conference, meeting or workshop (for more information please see <https://www2.fin.ucar.edu/bf/travel/diem-rates>).

### **Important Notes on Reimbursement**

- UCAR does not require receipts for reimbursement of items under \$50 but please include those receipts with your request if you have them available.
- Although we will try to accommodate changes in schedules as much as possible, ESSO will reimburse for airfare change fees only if the change is necessitated by inclement weather and/or personal or family emergencies.
- UCAR does not reimburse for airline or rental car upgrades.
- Although ESSO will reimburse for tolls, we will not reimburse for any rental car agency fees associated with administering tolls.
- Per federal regulations, should you choose to drive rather than fly, ESSO can only reimburse you for up to the equivalent amount of a roundtrip airfare, depending which is the lesser amount (mileage or airfare).

## **6. How to Get Reimbursed**

To receive reimbursement, you will need to submit the following **within two weeks of the end of travel**:

1. A receipt for your plane ticket (only required if you purchased the ticket yourself, in which case the receipt should show the last four digits of your credit card)
2. Receipts for ground transportation, tolls, checked baggage, airport parking and any other miscellaneous items.
3. Hotel receipt showing the last four digits of your credit card (if you paid for this yourself)
4. Rental car receipt showing the last four digits of your credit card. If you booked the car through Cain Travel, please still provide the receipt from the rental company.

## 7. Reimbursement Deadline

**Receipts for reimbursement requests must be submitted within FOURTEEN (14) days of the end of your travel**, but we recommend you send them as soon as possible. You can mail a hard copy of your receipts to the address below or scan and email them to Inken Purvis, the ESSO Travel Arranger at: [ipurvis@ucar.edu](mailto:ipurvis@ucar.edu).

UCAR/ESSO  
Attn: Inken Purvis, Unidata  
P O Box 3000  
3090 Center Green Drive  
Boulder, CO 80301

Please contact Inken Purvis, [ipurvis@ucar.edu](mailto:ipurvis@ucar.edu), (303-497-8643) if you have any questions.

You can also visit <http://www.unidata.ucar.edu/travel/#home> and <https://www2.fin.ucar.edu/policies/5-7-travel> for more information on our travel and reimbursement policies.