

## **Instructions for Invited Speakers 2016 APS/CNM Users Meeting: May 9-12, 2016**

**Contact for all speaker registration, travel, and reimbursement matters:**

**Karin Widuch**  
kwiduch@aps.anl.gov  
630-252-1783

**Mailing address for receipts:**  
Karin Widuch  
APS User Office  
Bldg. 401/B1154  
Argonne National Laboratory  
9700 S. Cass Ave.  
Lemont, IL 60439

### **Air Travel**

You **MUST** use a **U.S. carrier** for air travel. If a foreign carrier is used, airfare cannot be reimbursed. (An exception is travel on a foreign carrier that is booked through a domestic carrier.)

BEFORE purchasing a plane ticket, you **MUST** obtain a **price quote** through Argonne Travel. The purpose is to confirm that the lowest reasonable fare is chosen. Dates and hubs of actual travel must match the quote.

Here's the procedure:

1. Confirm your budget amount with your workshop's organizer.
2. Call Karin 630-252-1783 to get an honorarium number.
  - Karin will ask for your U.S. Social Security number (if you have one) and the budget amount approved for you by your organizer.
3. Call Argonne's travel office (630-252-5050) to get a price quote.
  - The travel office will ask for your honorarium number.
4. EITHER have Argonne Travel purchase your tickets OR buy the tickets yourself and apply for reimbursement. Travel dates and start/end destinations must match the quote.

Air travel will be reimbursed up to the amount quoted by Argonne Travel (not beyond). If funds remain in your authorized budget after airfare, the remainder can be applied to other authorized expenses.

### **Other Travel Modes**

- **Car rentals:** Rentals between Chicago area airports and Argonne National Laboratory are reimbursable. Cars rented from other locations are reimbursable to the extent the cost does not exceed the cost of airfare. The type of rental car must be a compact size and at the most economical rate possible. Gasoline must either be pre-purchased or the vehicle is to be returned full. For vehicles returned that require gasoline, the reimbursement will be limited to the pre-purchase rate.
- **Personal cars:** Mileage, gasoline, and tolls are reimbursable to the extent they do not exceed the cost of airfare.

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- **Train:** The expense of train travel is reimbursable to the extent the cost does not exceed the cost of airfare.
- **Taxi:** Taxi expenses are reimbursable provided they are reasonable.

### Reimbursement

- You will be reimbursed to the amount authorized by the session organizer. In lieu of reimbursement, the organizer may specify a lump-sum payment (honorarium).
- We will ask you to sign an Argonne form when you check in at the meeting. Without a signed form we cannot send your reimbursement/honorarium.
- You must provide original receipts for ALL reimbursed expenses—housing, airfare, ground transportation, etc. (If you make a travel-related purchase on-line, we need an e-mail document in lieu of a receipt.)
- You must pay for meeting meals (lunches and banquet) as part of your registration. Reimbursement for meals is at the discretion of the session organizer.
- Return your receipts to the APS User Office for reimbursement **by July 31**.

### Registration & Abstract

- You must register for the meeting online as an "Invited Speaker." See the Registration link on the meeting website.
- Abstract submission is handled online as part of the registration process. You will be asked for a working title when you submit your registration. You can add your abstract when you register or at a later time. See the instructions for uploading an abstract in the Poster Session section of the web site or in the FAQ link in the footer.

### Tax Issues

- **Reimbursement:** Reimbursement does not have any tax consequences for either U.S. or non-U.S. citizens. Funds are sent as a check to you directly from UChicago Argonne, LLC.
- **Honorarium:** If your organizer specifies an honorarium (i.e., a lump sum), the Argonne form will be filled out to reflect that dollar amount. U.S. recipients are subject to standard tax laws, and the funds are considered taxable income for any annual accrual of more than \$600. That is, Argonne will send a 1099 form to any U.S. citizen who receives more than \$600 in any year in travel reimbursements from Argonne. No tax is removed from the lump-sum amount for U.S. citizens or permanent residents. For non-U.S. recipients, 30% is deducted off the top of the honorarium amount. The remaining amount is sent as a check to the person directly from UChicago Argonne, LLC. There is a means by which a non-U.S. person can recoup that tax money—this effort is the responsibility of the recipient. Karin can provide details.