

Instructions for Invited Speakers 2018 APS/CNM Users Meeting: May 7-10, 2018

Procedure for obtaining your travel (or “HA”) number and booking travel:

- E-mail attn.: Melanie Matula, APS User Office, at apstravel@anl.gov and please provide:
 - designated travel allowance from the workshop organizers
 - the name or number of the workshop you are speaking at
 - home address (required for your reimbursement check)
 - your citizenship
- Once you have been given your travel number, call Argonne Travel (630-252-5050) to book your flight. (The travel office will ask for your travel number.)

AIR TRAVEL:

You must book your air travel through Argonne Travel: 630-252-5050. Your flight (US carriers only or travel on a foreign carrier booked through a domestic carrier) will be paid for directly out of your travel allowance amount.

E-mail for submitting scanned receipts for reimbursement: apstravel@aps.anl.gov

Please save all of your receipts and submit by July 31, 2018.

What is covered by your travel allowance (up to but not exceeding the designated amount)?

- Air fare (incl. baggage fees)
- Lodging
- Ground transportation (see details below)
- Per diem

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.
- **Train:** The expense of train travel is reimbursable to the extent the cost does not exceed the cost of airfare.
- **Limo/Taxi:** Limousine or taxi expenses are reimbursable provided they are reasonable. See <https://www1.aps.anl.gov/About/Visiting-the-APS> for helpful information.

Tax Information:

- **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 honoraria 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.