

There is no charge to attend a Janelia Conference (i.e. no registration fee or charges for accommodation or meals). If the organizers of the meeting have approved your travel support, you must follow the following guidelines:

### **GUIDELINES FOR JFRC TRAVEL REIMBURSEMENT**

Unless otherwise approved, you must attend the entire conference in order to have your travel costs reimbursed.

In general, you must travel by the most economical means.

The most convenient airport to Janelia Farm is Washington Dulles (IAD). We may not be able to reimburse you for the entire cost of a full priced ticket.

**The following represent the maximum reimbursement:**

- U.S.A. excluding West Coast \$450
- U.S.A. West Coast & Canada \$600
- Mexico \$800
- South America \$1,250
- Europe \$1,750
- Middle East/Far East/Australia \$2,500

Use of a taxi to JFRC should cost about \$30. Car rentals must be approved in advance and will be approved only if savings in costs result.

Receipts and a signed expense form are required for reimbursement. Expense forms will be available at the reception desk at Janelia Farm. If your reimbursement maximum has been reached or if you would like to turn in the required materials before you leave Janelia Farm you may return the signed form, along with the receipts, to the reception area. However if you would like to send in your form at a later time please mail the required materials to:

JFRC Conferences  
c/o Lauren Thompson  
19700 Helix Dr.  
Ashburn, VA 20147

Direct Phone: 571-209-4357  
Fax: 571-209-4060