

NISS Affiliates Award Funds & Travel Reimbursement

Summary

Effective July 1, 2013, the Affiliates Award Fund (AAF) designates a portion of the annual membership fee as travel reimbursement to enable personnel from NISS Affiliates and NISS University Affiliates to participate in events sponsored by NISS. The amount set aside is \$1,500 (of the \$3,000 fee) for NISS University Affiliates and \$2,500 (of the \$10,000 fee) for NISS Industry Affiliates. Each Affiliate has 24 months to use their annual "deposit." The funds do not accrue over time, but revert to NISS if not used before their expiration.

Affiliate Award Funds can be used to support travel by Affiliate researchers (at any level, at the discretion of the Affiliate Liaison) to NISS and NISS-sponsored meetings. Travel awards from an Affiliate's Award Fund are administered by NISS upon request from the Affiliate Liaison and can cover travel expenses plus registration fees for eligible conferences and events. Eligible meetings include NISS conferences, workshops and events plus NISS co-sponsored conferences and workshops.

Affiliate Award Funds can be used upon request by the Affiliate Liaison to support NISS co-sponsored meetings hosted by the Affiliate, up to \$1,000 per meeting or conference.

Each Affiliate is responsible for determining who is to receive AAF reimbursements. NISS assumes, when a person registers for an event and plans to use the AAF, that this has been approved by the Affiliate (via whatever process it chooses).

Note: *Travel to the Affiliates Annual Meeting has always been a benefit of the Program, and remains so. Each Affiliate is entitled to send one representative to this meeting at NISS' expense. Reimbursements for this purpose are not charged against the AAF.*

Affiliate Award Fund - travel restrictions

As before (with ARA's), travel to national professional society meetings, notably JSM, SIAM, IMS, ENAR, WNAR, etc. is ineligible.

In general, any transportation, lodging or subsistence expense may be claimed, with the following exceptions:

1. Only coach air fares will be reimbursed. The Affiliate is best served if travelers make reservations well in advance in order to obtain the most cost-effective fares.
2. Additional personal nights in a hotel before or after the "official" part of a trip will not be reimbursed. Most NISS events are structured to require arrival the night before the event begins

but to allow return home on the day it ends.

3. Personal expenses incurred while on travel, such as laundry, telephone calls and internet access are not reimbursable.

4. Entertainment expenses and alcoholic beverages are not reimbursable.
5. Reimbursement is not permitted for use of personal cars within your home area, even to drive to the home airport for out-of town travel.
6. Reimbursement is not permitted for use of taxis or limousine services for home-to-airport transportation, unless the cost can be documented as being less than the least expensive on-site parking at the airport.
7. We cannot reimburse incremental expenses, such as late fees for conference registrations, and even failure to make use of early registration deadlines.
8. The per diem for meals is \$12 for breakfast, \$15 for lunch and \$30 for dinner. Do not claim meals that are furnished by NISS.

Expense Forms and Reimbursement: Requests for reimbursement must be made on NISS forms, which must be signed. Original receipts for transportation (for items in excess of \$35) and lodging must be included with the expense report. NISS reserves the right to adjust expense reports that do not comply with the travel reimbursement policy, and to request documentation of any expenses it deems to require documentation. Reimbursement takes place only after travel (or conference attendance) has been completed.

updated 2/20/2017

Event: _____

Your Organization: _____

**National Institute of Statistical Sciences
Expense Report**

Name: _____

Address: _____

Period Covered: _____

FROM

TO

Date Prepared: _____

Submit All Original Receipts

Date	From	To	Airfare/Auto Mileage/Taxi	Lodging	Meals/Per Diem	Misc. Expenses	Total Expenses
Purpose of Trip / Expense (Must be filled in):					TOTAL EXPENSES	\$	
					Your Signature and Date in the box above		
					NISS Approval Signature/Date		
					Acct. Code		