



Software-Tailored Architecture for Quantum co-design

2023 Travel Guidelines

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Office: 701 W. Main St, Suite 400 Durham, NC 27701

Mailing: Box 90528, Durham, NC 27708-0528

<http://staq.pratt.duke.edu/>

The following information is an overview of your travel plans for your trip to the STAQ Summer School 2023, Monday 19 June through Friday 23 June.

The Summer School will be held in the Wilkinson Building at Duke University.

I. Travel Arrangements

Your airfare will be billed directly to STAQ. As a condition of your invitation to participate in the STAQ Summer School, we ask that your travel plans be ticketed six weeks prior to your arrival. Any travel booked within one month of your arrival must be approved by the STAQ Administrator. Our travel agent has been instructed to observe the Fly America Act and Open Skies Policies and search for lower-cost airfares for all attendees.

- STAQ Travel Agent: Josh Woodson, josh.woodson@worldtrav.com
Senior Corporate Travel Consultant, World Travel Service

STAQ cannot guarantee reimbursement of any travel arrangements made via a third party. Attendees wishing to make their own travel plans should seek approval prior to making any financial commitments.

In addition, the National Science Foundation requires that we use U.S. air carriers and coach class.

A. Driving

Participants may choose to drive to their meeting at STAQ. In these cases and at STAQ's discretion, STAQ may choose to offer the participant reimbursement equal to the GSA mileage rate for the round-trip drive or a 21-day advance purchase air fare, whichever is lower. Long distance driving reimbursements will be evaluated on a case-by-case basis.

STAQ cannot pay for car rentals or limousines.

B. Getting to STAQ

The Wilkinson Building is 0.75 miles from the hotel (directions [here](#)). If you anticipate needing any type of reasonable accommodations, or have questions about the reasonable accommodations process, please contact the STAQ Administrator in advance of your participation or visit.

II. Flight Arrangements

We are required by NSF to use **U.S.-based air-carriers** and require **coach-class tickets**. Occasionally, there are situations where US carriers are not available. Under the Open Skies policy, some non-U.S. air-carriers coach-class tickets can be purchased. The STAQ Administrator or our authorized travel agent can provide further details.

There are rare occasions where an attendee may request an exemption to coach-class travel for medical reasons. These are addressed on a case-by-case basis and will require a written statement from the attendee's physician for full consideration. This is an NSF policy.

STAQ requires all participants to select lower cost, 21-day advance purchase tickets through STAQ's selected travel agent (see above contact information).

All flight arrangements should be made through a STAQ travel agent. Once participants have made their travel plans and their tickets have been purchased, it will be the responsibility of the participant to pay for any non-emergency ticket changes. Emergency ticket changes are addressed on a case-by-case basis and may not be approved or paid for by STAQ.

Participants may choose not to use STAQ's travel agent, but reimbursement is not guaranteed and use of the STAQ travel agent is strongly recommended. At STAQ's discretion, STAQ may choose to offer the participant reimbursement equal to the purchased airfare or, as determined by STAQ's travel agent, a 21-day advance purchase economy class round-trip ticket between STAQ and the participant's home institution, whichever is lower. This will be evaluated on a case-by-case basis.

A cancelled ticket in the name of the participant may only be used for a future STAQ approved activity.

A. Luggage

STAQ covers the cost for one (1) checked baggage per participant. As with other reimbursements, all receipts must be submitted.

B. Ground Transportation

STAQ will reimburse attendees for routine airport parking and related hometown ground-travel expenses with original receipts. Participants should take a taxi/Lyft/Uber to the hotel. Taxis and ride share are found outside the Baggage Claim areas at the RDU Airport.

STAQ cannot pay for limousines or car rentals.

III. Hotel Information

STAQ will pay for your room, tax, and parking charges. You are responsible for all other incidental charges, including mini bar and restaurant meals charged to your room.

- STAQ will assist in selecting the hotel and will coordinate all reservations for participants. Rooms are available from Sunday 18 June through Saturday 24 June 2019.
- STAQ will pay for participants' lodging for the dates of the meeting, including arrival one day prior to the meeting and departure the day following the program's conclusion.
- Lodging for STAQ Summer School 2023 participants is reserved at the **AC Hotel by Marriott Durham**, 2800 Erwin Rd, Durham, NC 27705.

If your travel plans change and you are not able to attend the Summer School, please assist STAQ in avoiding any hotel penalties by contacting the STAQ Administrator to assist you in making any changes or canceling your room reservations.

IV. Special Note to International Visitors to the United States

All VWP (Visa Waiver Program) nationals and citizens will be required to obtain a travel authorization prior to initiating travel to the United States under the Visa Waiver Program. This authorization may be obtained on-line through an Internet application administered by the Department of Homeland Security through a U.S. government web site.

For complete information, please go to: <https://www.cbp.gov/travel/international-visitors/visa-waiver-program>

V. Other Important Information for Non-U.S. Citizens

If you will be arriving from outside the United States, we will provide you with a formal letter of invitation from STAQ briefly outlining the purpose of your visit. This letter may be required during your travel to the U.S., and we encourage you to keep a copy with you.

VI. Meal Arrangements

*****NSF prohibits the reimbursement for any alcohol. Please note that we cannot reimburse you for your meal if alcoholic beverages appear on your receipt.***** Please consult with your restaurant server to insure that alcoholic beverages do not appear on your receipt for STAQ.

Due to Duke University policies, it is not possible to offer participants a meal program of STAQ-paid meals or partial per diems. STAQ provides participants with a **post-meeting reimbursement** for individual receipts or a [pre-established GSA-related per diem rate](#).

A. US Citizens – Per Diem

- STAQ is limited by the US Government's meal per diem rates. STAQ may modify these rates. STAQ will provide the M&IE per diem rate of \$64 for the meeting days (Monday-Friday) and \$48.00 for travel day(s) (Sunday and/or Saturday). STAQ may modify the reimbursement rates for the program.
- Participants requesting Per Diems are not required to provide STAQ with any meal receipts as part of this program.
- STAQ collects reimbursement requests and documentation via webform provided to participants at conclusion of program. Reimbursement payment issued via check and sent to the payee via USPS.

B. Non-US Citizens – Electronic Receipts / Documentation

- Individual, **ITEMIZED** receipt documentation is required for each expense. Receipts without itemization will not be accepted. An itemized receipt is a detailed receipt that breaks down every cost including tip.
- Per diem reimbursements for foreign nationals can be taxed at 36%, STAQ reimbursement is based on original meal receipts.
- STAQ collects reimbursement requests and documentation via webform provided to participants at conclusion of program. Reimbursement payment issued via check and sent to the payee via USPS.
- If you are a non-resident alien, copies of the following documentation are required for reimbursement.

1.	Passports (<i>permission to enter country with certain visa status</i>)	
2.	Front and Back copy of I-94 card or copy of Admission Stamp (<i>current visa status</i>)	
3.	J-1 Visa	Requires a copy of Form DS-2019
	F-1 Visa	Requires a copy of Form I-20 . Note: F-1 visa holders are students and would typically be paid through Payroll or Employee Travel & Reimbursement (ET&R)
	B-1, B-2, WB & WT Visas	Requires a copy of Declaration by Visitors Engaged in Academic Activities (pdf) form to receive payments other than reimbursement of substantiated expenses.
	B2 & WT Visas	Requires a copy of Declaration by Visitors Engaged in Academic Activities (pdf) form to receive payments of any kind, including reimbursement of substantiated expenses. (Taxpayer identification number is not required for reimbursement.)
	Permanent Resident	(<i>Green Card Holder</i>) Requires copy of the card OR Confirm immigration status of payee and state "permanent resident" on payment request.

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VII. Other Reimbursements

Duke University requires that all reimbursements are issued via check and be mailed to the attendee's home address via USPS. Collection of receipt files and mailing address are via webform. Processing reimbursements will take approximately 45 days assuming participants immediately provide their original receipts and home address. Individual situations may take longer.

STAQ provides reimbursement in US dollars. Participants wishing to receive reimbursement in alternative currencies or wire transfers will be responsible for the payment (or deduction from reimbursement amounts) of all currency change fees. Historically these fees have been \$20 for alternative currencies and \$45 for wire transfers.

We recommend that foreign nationals submit original receipts for reimbursement of all expenses. Without a social security number and an international tax treaty agreement with the United States of America, taxes may be withheld at 36% from all reimbursements submitted.

- Duke University requires electronic, itemized receipts for reimbursements. An itemized receipt is a detailed receipt that breaks down every cost including tip.
- If applicable, participants will be asked to provide their social security number on the webform.

VIII. STAQ Contact

STAQ Administrator: Margo Ginsberg, margo.ginsberg@duke.edu, 919-660-5254