



Software-Tailored Architecture for Quantum co-design

# 2025 Travel Guidelines

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The following information is an overview of your travel plans for your trip to the STAQ Summer School 2025, Monday 9 June through Friday 13 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, your travel plans will be ticketed no later than 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: Duluth Travel Inc. | [duke@duluthtravel.com](mailto:duke@duluthtravel.com) | 800-727-1996**

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 Lectures

The Wilkinson Building is a 0.75 mile walk 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. Hotel Information

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. STAQ will assist in selecting the hotel and will coordinate all reservations for participants. Rooms are available from **Sunday 8 June** through **Saturday 14 June 2025**.

Lodging for STAQ Summer School 2025 participants is reserved at:

- **AC Hotel by Marriott Durham, 2800 Erwin Rd, Durham, NC 27705.**

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.

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.

## III. Flight Arrangements

We are required by NSF to use **U.S.-based air-carriers** and require **basic least expensive unrestricted accommodations class**. 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.

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All flight arrangements will be made by 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.

**In case of cancellation, for airfare purchased through Duluth Travel Inc., you will need to reimburse the Duke Quantum Center for the cost of the ticket. This complies with federal guidelines and Duke's policies that inform use of the federal grant funds that are supporting the Summer School. Emergencies will be considered on a case-by-case basis.**

#### **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 or documented mileage. Participants should take a taxi/Lyft/Uber to the hotel. Taxis and rideshares are found outside the Baggage Claim areas at the RDU Airport.

STAQ cannot pay for limousines or car rentals.

### **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 ensure 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](#).

STAQ collects reimbursement requests and documentation via webform provided to participants at conclusion of program. Reimbursement payments are issued via check and sent to the payee via USPS.

#### **A. 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.

- Meal receipts will NOT be accepted if they contain multiple entrées without adequate justification. Snacks and additional foods receipts are NOT allowable and will not be reimbursed.
- Meals after the trip's conclusion when returning home are not reimbursable. Allowable travel day meals:
  - Breakfast will be reimbursed when the trip begins earlier than a normal breakfast (7:00am).
  - Lunch will be reimbursed when the trip begins before lunch hour or (or?) (11:00am).
  - Dinner will be reimbursed when the trip begins prior to the dinner hour (5:30pm) or when the traveler does not return home until after the normal dinner hour (7:00pm).
- Reimbursement based on original meal receipts are not subject to taxation. Per diem reimbursements for foreign nationals can be taxed at 34.6%.

## B. Foreign National Documentation

If you are a non-resident alien, please provide copies of the following documentation: (If you have questions about what documentation to provide, ask [dqc-admin@duke.edu](mailto:dqc-admin@duke.edu) first BEFORE submitting your reimbursement.)

1.	<b>Passport</b> (the main passport page <b>AND</b> permission to enter country with certain visa status) REQUIRED for ALL submissions.	
2.	<b>Copy of electronic I-94 card printed from website or copy of Admission Stamp</b> (current visa status) REQUIRED for ALL submissions. Obtain it here: <a href="https://i94.cbp.dhs.gov/">https://i94.cbp.dhs.gov/</a>	
3.	<b>F-1 Visa</b>	Requires a copy of <b>Form I-20</b> and <b>letter from sponsoring institution listed on I-20 stating payee is in good standing at that institution</b> (letter must be from the <b>Visa Services</b> or <b>equivalent department</b> to receive payment other than reimbursement for substantiated expenses)
	<b>B-1 &amp; WB Visa Statuses</b>	Requires a copy of <a href="#">Declaration by Visitors Engaged in Academic Activities</a> (pdf) form to receive payments of other than reimbursement of substantiated expenses.
	<b>B1/B2, B2 &amp; WT Visa Statuses</b>	Requires a copy of <a href="#">Declaration by Visitors Engaged in Academic Activities</a> (pdf) form to receive payments of any kind, including reimbursement of substantiated expenses. REQUIRED if you have a B1/B2, B2, or WT Visa.
	<b>Permanent Resident</b>	(Green Card Holder) Requires copy of the card OR Confirmation of immigration status via one of the following: <ol style="list-style-type: none"> <li>1. Foreign passport stamped by the U.S. Government indicating that the holder has been "Processed for I-551"</li> <li>2. Permanent resident Re-entry Permit or Travel Document issued to Permanent Residents (I-327)</li> <li>3. Form I-94 with "Temporary I-551" stamp and holder's photograph affixed</li> <li>4. Form I-94 stamped with: Asylee, Parolee or Parole, Refugee, Asylum, HP-humanitarian parolee or PIP-public interest parolee</li> <li>5. Travel Document issued to Refugees (I-571)</li> </ol>

## **VII. Additional Reimbursement Policies**

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 and wire transfer 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 34.6% 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.

## **VIII. STAQ Contact**

STAQ Administrator: Margo Ginsberg, [margo.ginsberg@duke.edu](mailto:margo.ginsberg@duke.edu), 919-660-5254.