



Inbound-Outbound Transportation Guidelines

Awardees are eligible to receive up to \$2,000 to cover transportation expenses related to inbound and outbound travel to the host DOE laboratory **only if the host DOE laboratory is more than 50 miles one-way from the awardee current (university residence) location**. Your eligibility to receive reimbursement is stated in your Letter of Appointment.

- Inbound travel: refers to transportation from awardees' home institution to the host DOE laboratory at the beginning of the award term.
- Outbound travel: refers to transportation from the host DOE Laboratory back to awardees' home institution at the end of the award term.

You must complete the [Inbound-Outbound Transportation Information Form](#) to indicate your travel plans and return it to ORISE at DOE-SCGSR@orau.org at least two weeks before the intended start date of your appointment. Travel arrangements and reimbursement must be based on the most direct and expeditious mode of transportation. Reimbursement of transportation expenses will be limited to the [ORAU/ORISE Travel Policy](#). You can make your own transportation arrangements or you can have ORISE make the arrangements for you.

If you decide to have ORISE arrange your transportation, you must submit the [Inbound-Outbound Transportation Information Form](#) **30 days prior to your departure date**. ORISE will purchase the plane or train tickets for you. You will have an opportunity to review and approve your itinerary before the ticket is purchased. Once you have approved the itinerary, you will receive an e-ticket. Any changes to your ticket must be made by ORISE. You will be responsible for any non-emergency cost related to any changes made to the itinerary after the ticket has been purchased.

If you make your own travel arrangements, you will be reimbursed after the completion of each leg of the trip. You must complete a separate [Travel Certificate - Inbound-Outbound Transportation Reimbursement Request Form](#) after travel to and from the host DOE laboratory and return it to ORISE within seven business days of arrival at your destination.

If you drive your personal vehicle, you will be expected to drive along the most direct route between your home institution and host DOE laboratory, and you will be reimbursed for actual mileage at the current [U.S. General Services Administration](#) (GSA) mileage reimbursement rate. Note that mileage reimbursement is in lieu of all actual expenses for operating your vehicle (e.g., fuel costs, depreciation, etc.).

If renting a car or moving truck or trailer, you may be reimbursed for the rental cost and fuel expenses. You will be expected to drive at least 350 miles per day along the most direct route between your home institution and host DOE laboratory. If you drive less than 350 miles per day, you will be responsible for the cost of additional days. Please see details regarding the reimbursement for rental car/moving truck/trailer in the [ORAU/ORISE Travel Policy](#).

If traveling by airplane or train you may be reimbursed for the cost of the ticket (economy class) and the cost of taxi fare, mileage or car rental to and from the airport or train station, and checked baggage.



For your attention:

- No matter what transportation mode you choose, you will be reimbursed for up to the equivalent amount of inbound/outbound transportation costs using the most direct route between your home institution and your host DOE laboratory.
- You may expect reimbursement within 15 business days from ORISE's receipt of required documentation, including confirmation from your collaborating scientist that you have reported to the Host DOE Laboratory and enrollment certification from your thesis advisor. Reimbursement payments will be deposited to your bank account in ORISE's records.
- You may be reimbursed for toll fees associated with eligible inbound and outbound transportation.
- Receipts will be required for any single expense over \$75.
- You will NOT be reimbursed for the following costs:
 - car/truck insurance, parking, meals, lodging or other expenses related to getting to and from the host DOE laboratory.
 - transportation costs during your appointment and/or not a part of eligible inbound and outbound transportation (e.g. car rental after arrival at destination).
 - miscellaneous purchases associated with vehicle rental (e.g. locks, hitches).
 - shipping items to or from the Host DOE Laboratory and/or home institution (e.g. boxes, containers)