

Procedures to Request Group Travel Reimbursement by Invoice

27th NSF EPSCoR National Conference

The 2022 NSF EPSCoR Conference organizers are pleased to provide procedures for jurisdictions that prefer to pay for travel expenses for all designated participants as a group and then invoice the University of Maine for the total reimbursement amount. To request group travel reimbursement via an invoice, please follow the process below, paying careful attention to the timing and sequencing of steps.

Pre-conference steps to complete by Monday, August 1, 2022

- 1) Complete a [New Supplier form](#) and [W-9](#) form. W-9 forms (one per reimbursement) must either be
 - mailed to: Univ of Maine System,
Office of Strategic Procurement
5761 Keyo Building
Orono, ME 04469-5761
 - e-mailed to: umsvendor@maine.edu
- 2) Assemble travel authorization documentation for all designated participants to be included on your group travel reimbursement invoice.
 - If you have not done so yet, complete the Designated Participant form to indicate the attendees receiving travel support from your jurisdiction. (Visit the [conference website](#) for more information on designated participant travel.)
 - Have each designated participant complete and sign a Participant Travel Authorization form (available on the [conference website](#)) and submit it to you.
 - Collect all Participant Travel Authorization forms for all designated participants and attach them, along with the Designated Participant form, to a single e-mail. Send the e-mail and attachments to Chris Spindler at epscor22@maine.edu by **Monday, August 1, 2022**. If your jurisdiction has an individual who will be making group travel arrangements for your designated participants, please copy that individual on this message for later reference.

IMPORTANT: Your jurisdiction must receive an email authorization from the conference organizers before making any travel arrangements.

Post-conference steps to complete by Wednesday, November 30

- 1) After the conference has concluded, collect all original receipts from all designated participants and anyone else who made travel arrangements for the designated participants. (Visit the [conference website](#) for a list of allowable travel expenses and amounts.)
- 2) Complete the Group Travel Reimbursement form, with all expenses for each designated participant (see the sample reimbursement form for guidance). Please note that all expenses listed on the form must be substantiated with copies of all original receipts in order to be reimbursable.
- 3) Prepare an invoice for the total reimbursement amount along with a cover letter. The cover letter must include the following information:

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- A complete list of designated participants whose travel-related expenses are included on the invoice.
 - The name, email address, and phone number for the person who will handle questions from the conference organizers.
- 4) Assemble the cover letter, invoice, completed Group Travel Reimbursement form, and copies of all original receipts into a single hardcopy package and mail it to the physical address below. Conference organizers recommend that jurisdictions make a copy/scan of the entire group reimbursement package for later reference.

Physical Mail Address:
Maine EPSCoR
c/o University of Maine
5717 Corbett Hall, Rm 444
Orono, ME 04469

The group reimbursement package must be postmarked by Wednesday, November 30, 2022.

Once all travel expenses and receipts are approved, a reimbursement check will be mailed to the address listed on the Supplier form (submitted before the conference). All questions regarding reimbursements should be directed to Maine EPSCoR at epscor22@maine.edu or 207-581-3312.