



## National Evolutionary Synthesis Center

2024 W. Main St., Suite A200  
Durham, NC 27705 USA  
<http://www.nescent.org>  
919-668-4551

11 Jan 2012 dw

### NESCent Short-Term Scholars Policy - 2 Weeks to 3 Months

Short-term visitors are supported to enable synthetic research on any aspect of evolutionary science and relevant disciplines. Visitors will work on-site at NESCent for periods of 2 weeks to 3 months.

NESCent will provide support for travel to and from NESCent, a housing allowance and a meal per diem. The following information is an overview of your travel plans for your trip to NESCent. For further assistance please contact Danielle Wilson at NESCent via email [danielle@nescent.org](mailto:danielle@nescent.org) or 919-668-4545.

#### **1. Travel Arrangements:**

We can reimburse you for one round-trip, 21-day advance, economy class ticket to NESCent up to the following (in USD):

- Eastern - \$500
- Midwest - \$600
- Western - \$750
- Western Europe - \$1,500
- South America - \$1,300
- Asia - \$1,800
- Eastern Europe - \$2,000
- Africa - \$2,250
- Russia - \$2,500
- Australia/New Zealand - \$2,800

Travel arrangements should be made through our travel agent. Your economy class airfare will be directly billed to NESCent. Please note that as a condition of your invitation, we ask that your travel plans be ticketed no less than 21 days in advance of your arrival at NESCent. Please contact our travel agent as soon as possible to arrange your airline travel. Contact information will be provided under a separate cover.

NESCent cannot guarantee the reimbursement of any travel from non-NESCent travel agents. Visitors wishing to make their own travel plans should seek approval prior to making any financial commitments on their part. Your early selection of flights will provide you the widest choices. In addition, please note that the National Science Foundation requires that we use U.S. air carriers and coach class. NESCent encourages discretion in regard to checked luggage in order to avoid excessive checked luggage fees.

If you prefer to drive, NESCent can cover mileage at the U.S. General Services Administration mileage rate up to the cost of a round-trip, 21-day advance, economy class airline ticket.

## **2. Housing:**

NESCent will provide a housing allowance at our preferred housing accommodation:

### **Duke Towers:**

<http://www.duketower.com/>

807 W. Trinity Ave, Durham, N.C. 27701 (919) 687-4444

About a mile from NESCent, long walking distance

NESCent will coordinate all reservations for the visitor. We are limited by the US Government's rates in the lodging fees that we can pay. NESCent will pay for visiting scholars' lodging for the dates of the visit.

## **3. Meal Arrangements**

Meals can be covered up to \$51/day either through a per diem or receipts. We cannot cover the cost of alcohol. Reimbursements more than \$600 are reportable to the US Internal Revenue Service. Because per diem reimbursements for foreign nationals can be taxed at 36%, it is recommended your NESCent reimbursement be based on original meal receipts. Amounts for meals are based upon the US Government's per diem rates.

### **4a. \*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: [http://www.cbp.gov/xp/cgov/travel/id\\_visa/esta/](http://www.cbp.gov/xp/cgov/travel/id_visa/esta/)

### **4b. Other Important Information for Non-U.S. Citizens**

We would appreciate you letting us know if you are not a US citizen. If you will be arriving from outside the United States, we will provide you with a formal letter of invitation from NESCent briefly outlining the purpose of your visit. This letter may be required during your travel to the US, and we encourage you to keep a copy with you.

For all non-US citizens we will need to make a copy of your passport, I-94, visa waiver and/or permanent resident card during your visit. You must meet with a NESCent staff member for photocopying and completion of Duke University and NESCent International Guest forms. This includes citizens of other countries already in the US. We cannot process your expense reimbursements without this documentation.

Reimbursements and allowances may be restricted based on visa type.

B1 – visitor for business

B2 – visitor for pleasure

B-1/B-2 visitor for a combined purpose

WB visitor visa waiver for business

WT visitor visa waiver for tourism

WB/WT visitor visa waiver for a combined purpose

- B1 and WB – visitor for business
  - Option 1: reimbursements with receipts for up to 90 days
  - Option 2: per diem reimbursements possible, but limited to 9 days and may require a Social Security number and/or 36% taxation
  - Cannot receive stipend
  
- B-1/B-2, B2, and WT – visitor for tourism
  - Limited to 9 days for reimbursements with receipts as long as they have not had 5 payments in the last six months from this visit from any institution
  - Cannot receive stipend

### **5. Flight Arrangements:**

1. NESCent expects all visitors to select lower cost, 21-day advance purchase tickets through NESCent’s selected travel agent. All flight arrangements should be made through a NESCent travel agent. We will provide you with our travel agent’s name, email address, toll-free telephone number and related contact information, and ask you to contact our agent.
2. We are required by NSF to use US-based air-carriers and require coach-class tickets. Occasionally, there are situations where US carriers are not available. We address these on a case-by-case basis.
3. There are rare occasions where a visiting scholar may request an exemption to coach-class travel for medical reasons. These are addressed on a case-by-case basis and may require a written statement from the scholar’s physician for full consideration. This is an NSF policy.
4. Once you have made your travel plans and your tickets have been purchased, it will be your responsibility to pay for any non-emergency ticket changes. Emergency ticket changes (such as family, or medical issues, etc.) are addressed upon a case-by-case basis and may not be approved or paid for by NESCent.
5. Although cancelled tickets are usually in the name of the visitor, NESCent hopes that you will be able to use the canceled ticket for a future NESCent activity.
6. NESCent encourages discretion in regard to checked luggage in order to avoid excessive checked luggage fees. As with other reimbursements, all receipts must be submitted.

### **Ground transportation:**

1. Visitors may choose to drive to NESCent. In these cases, and at NESCent’s discretion, NESCent may choose to offer the visiting scholar reimbursement equal to the GSA mileage rate for the round-trip drive or a 21-day advance purchase economy air fare, whichever is lower. Long distance driving reimbursements will be evaluated on a case-by-case basis.
2. Airport parking and related hometown ground-travel expenses will also be reimbursed with original receipts.
3. NESCent cannot pay for limousines or rental cars.

### **Arrival at Raleigh/Durham International Airport (RDU):**

We suggest using a taxi. Your accommodation will be approximately 25 minutes away. Any ground transportation questions arising immediately after arrival can be answered at the RDU Information Desk near the Baggage Claim area.

## **6. Other Reimbursements:**

1. Duke University requires original receipts for reimbursements.
2. Processing the reimbursements will take approximately 45 days, assuming visitors immediately provide their original receipts. Individual situations may take longer.
3. NESCent provides reimbursements in US dollars. Visiting scholars wishing to receive reimbursements in alternative currencies or wire transfers will be responsible for the payment (or deduction from reimbursement amounts) of all currency charge fees. Historically these fees have been \$20 for alternative currencies and \$45 for wire transfers.
4. Foreign nationals should be aware that 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 per diems.

## **7. Web Sites With Federal and NSF Travel Policies:**

1. Office of Management and Budget (OMB), Circular A-21, #53 Travel Costs - [http://www.whitehouse.gov/omb/circulars/a021/a21\\_2004.html](http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html)
2. NSF Grant Policy Manual, #05-131, #614 Travel Costs - [http://www.nsf.gov/pubs/manuals/gpm05\\_131/gpm6.jsp#614](http://www.nsf.gov/pubs/manuals/gpm05_131/gpm6.jsp#614)
3. U.S. General Services Administration (GSA) Per Diem Rates - <http://www.state.gov/m/a/als/>



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### Fly American Act and Open Skies Policies

Consistent with the “Fly America Act,” NESCent requires travelers who will use our grant funds to purchase international flights (whether directly billed to or reimbursed by NESCent) to use U.S. flag air carrier service. U.S. carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

- Increase the number of aircraft changes outside the United States by two or more
- Extend travel time by at least six hours or more
- Require a connecting time of four hours or more at an overseas interchange point

Note that code-sharing agreements with foreign air carriers, whereby American carriers purchase or have the right to sell a block of tickets on a foreign carrier, comply with the Fly America Act Regulations. The ticket, or documentation for an electronic ticket, must identify the U.S. carrier's designator code and flight number. U.S. carriers must be used even if foreign carriers offer tickets at a lower price, offer preferred routing, are more convenient or are part of a frequent-flyer arrangement such as the Star Alliance.

### Open Skies Agreement

A key exception to Fly America occurs when an Open Skies agreement is in place between the United States (U.S.) government and the government of foreign country. There are currently three Open Skies agreements - with the European Union, Australia, Switzerland, and Japan.

### Web Site regarding Open Skies Agreement:

<http://www.gsa.gov/portal/content/103191>

Below is a listing of foreign countries under the Open Skies agreement:

|                     |              |                  |                     |
|---------------------|--------------|------------------|---------------------|
| Australia           | Estonia (EU) | Italy (EU)       | Portugal (EU)       |
| Austria (EU)        | Finland (EU) | Japan            | Romania (EU)        |
| Belgium (EU)        | France (EU)  | Latvia (EU)      | Slovakia (EU)       |
| Bulgaria (EU)       | Germany (EU) | Lithuania (EU)   | Slovenia (EU)       |
| Cyprus (EU)         | Greece (EU)  | Luxembourg (EU)  | Spain (EU)          |
| Czech Republic (EU) | Hungary (EU) | Malta (EU)       | Sweden (EU)         |
| Denmark (EU)        | Ireland (EU) | Netherlands (EU) | Switzerland         |
|                     |              | Poland (EU)      | United Kingdom (EU) |

EU=European Union

## Approved Airlines under Open Skies Agreement

### United Kingdom

#### Austria

- Air Alps–**A6**
- Air Sylhet–**SL**
- Austrian–**OS**
- Austrian Arrows–**VO**
- InterSky–**3L**
- Lauda Air–**NG**
- MAP Jet–**AQ**
- Niki–**HG**
- People’s Viennaline–**PO**
- Robin Hood–**RH**
- Tyrolean Airways–**VO**
- Welcome Air–**2W**

#### Belgium

- Abelag Aviation–**W9**
- Brussels Airlines–**SN**
- Jetairfly–**TB**
- Thomas Cook Airlines Belgium–**FQ**
- TNT Airways–**3V**
- VLM Airlines–**VG**

#### Bulgaria

- Air VIA–**VL**
- Balkan–**LZ**
- BH Air–**1B**
- Bulgaria Air–**FB**
- Bulgarian Air Charter–**1B**
- Hemus Air–**DU**
- Wizz Air Bulgaria–**8Z**

#### Cyprus

- Cyprus Airways–**CY**
- Eurocypria Airlines–**UI**

#### Czech Republic

- Czech Airlines–**OK**

#### Denmark

- Cimber Sterling–**QI**
- Sun Air of Scandinavia–**EZ**

- Star Air (Maersk Air)–**S6**
- Danish Air Transport–**DX**
- Transavia Denmark ApS–**PH**
- Thomas Cook Airlines Scandinavia–**DK**
- Air Greenland–**GL**
- North Flying–**M3**
- Scandinavian Airlines–**SK**

#### Estonia

- No airlines listed

#### Finland

- No airlines listed

#### France (no IATA codes listed)

- Aero Charter DARTA
- Aero Services Executive
- Aigle Azur
- Air Austral
- Air Caraïbes
- Air Caraïbes Atlantique
- Air Corsica
- AIRBUS Transport International
- Air France
- Air France-KLM
- Airlinair
- Air Méditerranée
- Air Saint-Pierre
- Air Tourisme Instruction Service
- Atlantique Air Assistance
- Atlantique Air Lines
- Atlantic Air Lift
- Brit Air
- CAIRE
- CCM Airlines
- Chalair
- Corsair
- Europe Airpost
- Finist’air
- Hex’Air
- JDP France

- Jet entrepreneurs (Wijet)
- L’Avion
- Pan Européenne
- PEAS
- Rectimo Air Transports
- Régional CAE
- St-Barth Commuter
- Transavia France
- Twinjet
- XL Airways France

#### Germany

- Aerologic–**3S**
- Air Berlin–**AB**
- Air Cargo Germany–**6U**
- Air Hamburg–**HH**
- Air Lipsia–**W2**
- Air-taxi Europe–**TZ**
- Arcus-Air Logistic–**ZE**
- Augsburg Airways–**IQ**
- Blue Wings–**QW**
- Bremenfly–**8B**
- Cirrus Airlines–**C9**
- Condor Airlines–**DE**
- Contact Air–**C3**
- dba–**DI**
- European Air Transport–**QY**
- Eurowings–**EW**
- Fresh Line–**TE**
- Germania–**ST**
- Germanwings–**4U**
- Hahn Air–**HR**
- Hamburg Airways–**HK**
- Hamburg International–**4R**
- Hapagfly–**HF**
- Helgoland Airlines–**LE**
- LGW/Luftfahrtgesellschaft Walter–**HE**
- Lufthansa–**LH**
- Lufthansa Cargo–**LH**
- Lufthansa CityLine–**CL**

- Lufttaxi Fluggesellschaft–**DV**
- LTU International–**LT**
- OLT–Ostfriesische Lufttransport–**OL**
- Private Wings Flugcharter–**8W**
- RWL Luftfahrtgesellschaft–**DZ**
- Sylt Air–**7E**
- Travel Air–**U3**
- Triple Alpha Luftfahrtgesellschaft–**3A**
- TUIfly–**X3**
- WDL Aviation–**W1**
- XL Airways Germany–**G1**

### **Greece**

- Aegean Airlines–**A3**
- Aeroland Airways–**3S**
- Airgo Airlines–**4A**
- Fly Hellas–**VQ**
- Hellas Jet–**T4**
- Hellenic Star Airways–**HJ**
- Olympic Air–**OA**
- Sky Express–**G3**

### **Hungary**

- Cityline Hungary–**ZM**
- Farnair Hungary–**ZM**
- Malév Hungarian Airlines–**MA**
- Wizz Air–**W6**

### **Ireland**

- Aer Arann–**RE**
- Aer Lingus–**EI**
- Aer Lingus Regional–**EI**
- Air Contractors–**AG**
- CityJet–**WX**
- Ryanair–**FR**

### **Italy**

- Air Dolomiti–**EN**
- Air Italy–**I9**
- Air One–**AP**
- Air One CityLiner–**CT**
- Air Vallée–**DO**
- Alitalia-Compagnia Aerea Italiana–**AZ**
- Alidaunia–**D4**
- Alpi Eagles–**E8**

- Blu-express–**BV**
- Blue Panorama–**BV**
- C.A.I. First–**XM**
- C.A.I. Second–**VE**
- Cargoitalia–**2G**
- Eagles Airlines–**E3**
- ItAli Airlines–**FS**
- Italiatour Airlines–**OI**
- Livingston–**LM**
- Lufthansa Italia–**LH**
- Meridiana fly–**IG**
- Mistral Air–**7M**
- Neos–**NO**
- Windjet–**IV**

### **Latvia**

- airBaltic–**BT**
- SmartLynx Airlines–**6Y**

### **Lithuania**

- Amber Air–**OA**
- Avion Express–**N6**
- DOT LT–**R6**
- FlyLAL–**TE**
- Small Planet Airlines–**ELC**
- Star1 Airlines–**V9**

### **Luxembourg**

- Cargolux–**CV**
- Luxair–**LG**

### **Malta**

- Air Malta–**KM**
- Efly–**LE**
- Medavia–**N5**

### **Netherlands**

- Amsterdam Airlines–**WD**
- Arkefly–**OR**
- CHC Airways–**AW**
- Corendon Dutch Airlines–**CD**
- Denim Air–**J7**
- Interstate Airlines–**I4**
- KLM–**KL**
- KLM Cityhopper–**WA**

- Martinair–**MP**
- Metropolis (airline)–**DN**
- Transavia.com–**HV**

### **Poland**

- Air Italy Polska–**4Q**
- EuroLOT–**K2**
- Jet Air–**O2**
- LOT Polish Airlines–**LO**
- Wizz Air–**W6**

### **Portugal**

- Aerocondor–**2B**
- EuroAtlantic Airways–**MM**
- Hifly–**5K**
- NetJets Europe–**1I**
- PGA Express–**OC**
- Portugália–**NI**
- SATA Air Açores–**SP**
- SATA International–**S4**
- TAP Portugal–**TP**

### **Romania**

- Blue Air–**OB**
- Carpatair–**V3**
- Romanian Airlines–**RO**
- TAROM–**RO**

### **Slovakia**

- Danube Wings–**V5**
- Seagle Air–**SJ**

### **Slovenia**

- Adria Airways–**JP**

### **Spain**

- Air Europa–**UX**
- Air Nostrum–**YW**
- Air Pullmantur–**EB**
- AlbaStar–**JQ**
- Ándalus Líneas Aéreas–**EA**
- Binter Canarias–**NT**
- Flylink Express–**VB**
- Gadair European Airlines–**GP**
- Gestair–**GP**
- Iberia (airline)–**IB**

- Iberworld–**TY**
- Islas Airways–**IF**
- Navegacion y Servicios Aéreos Canarias–**ZN**
- PAN Air–**PV**
- Spanair–**JK**
- Swiftair–**W3**
- Vueling Airlines–**VY**

### Sweden

- Avia Express–**JZ**
- Barents AirLink–**8N**
- City Airline–**CF**
- Direktflyg–**HS**
- Flyglinjen–**9I**
- Golden Air–**DC**
- Höga Kusten Flyg–**HK**
- International Business Air–**6I**
- Kullaflyg–**2Q**
- Malmö Aviation–**TF**
- Nextjet–**2N**
- Novair–**1I**
- Scandinavian Airlines–**SK**
- Skyways (airline)–**JZ**
- Sverigeflyg–**2Q**
- Tor Air–**OD**
- TUIfly Nordic–**6B**
- WaltAir–**XW**
- West Air Sweden–**PT**

### United Kingdom

- Air Atlantique–**7M**
- Astraeus–**5W**
- Aurigny Air Services–**GR**
- BA CityFlyer–**CJ**
- Blue Islands–**AX**
- BMI–**BD**
- Bmibaby–**WW**
- BMI Regional–**BD**
- British Airways–**BA**
- British International Helicopters–**BS**
- Coyne Airways–**7C**
- DHL Air–**D0**
- Eastern Airways–**T3**

- EasyJet–**U2**
- Flybe–**BE**
- Global Supply Systems–**XH**
- Isles of Scilly Skybus–**5Y**
- Jet2–**LS**
- Monarch Airlines–**ZB**
- ScotAirways–**CB**
- Thomas Cook Airlines–**MT**
- Thomson Airways–**BY**
- Titan Airways–**ZT**
- Virgin Atlantic Airways–**VS**

### Australia

- Aeropelican Air Services–**OT**
- Aero-Tropics Air Services–**HC**
- Airlines of Tasmania–**FA**
- Air Link–**DR**
- Airnorth–**TL**
- Alliance Airlines–**QC**
- Ansett Australia–**AN**
- Brindabella Airlines–**FQ**
- de Bruin Air–**DB**
- Eastern Australia Airlines–**QF**
- Express Freighters Australia–**XM**
- Heavylift Cargo Airlines–**HN**
- Jetstar Airways–**JQ**
- Maroomba Airlines–**KN**
- National Jet Systems–**NC**
- OzJet–**O7**
- Qantas–**QF**
- Regional Express Airlines–**ZL**
- Sharp Airlines–**SH**
- Skippers Aviation–**JW**
- Skytrans Airlines–**Q6**
- Skywest Airlines–**XR**
- Strategic Aviation–**VC**
- Sunshine Express Airlines–**CQ**
- Sunstate Airlines–**QF**
- Tasair–**TA**
- Tasman Cargo Airlines–**HJ**
- Tiger Airways Australia–**TT**
- Virgin Australia–**DJ**
- V Australia–**VA**

### Switzerland

- Baboo (airline)–**F7**
- Belair (airline)–**4T**
- Darwin Airline–**0D**
- EasyJet Switzerland–**DS**
- Edelweiss Air–**WK**
- Hello (airline)–**HW**
- Helvetic Airways–**2L**
- Jet Aviation–**PP**
- PrivatAir–**PT**
- Sky Work Airlines–**SX**
- Swiss European Air Lines–**LX**
- Swiss International Air Lines–**LX**
- Swiss Private Aviation–**LX**
- Zimex Aviation–**C4**

### Japan

- Air Japan–**NQ**
- airtransse
- Amakusa Airlines
- ANA Wings–**EH**
- Fuji Dream Airlines–**JH**
- Hokkaido Air System
- Hokkaido International Airlines–**HD**
- Ibex Airlines–**FW**
- J-Air–**XM**
- JAL Express–**JC**
- Japan Air Commuter–**3X**
- Japan Airlines–**JL**
- Japan Asia Airways - EG
- Japan Transocean Air–**NU**
- New Central Airlines
- Oriental Air Bridge
- Ryukyu Air Commuter
- Skymark Airlines–**BC**
- Solaseed Air–**JQ**
- StarFlyer–**7G**