



National Evolutionary Synthesis Center

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

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NESCent Travel Guidelines

The following information is an overview of your travel plans for your trip to NESCent. Please also see our NSF/NESCent Travel Policies section.

1. Federal Employees

Please contact your NESCent Logistics Coordinator (Danielle Wilson at Danielle@nescent.org or 919-668-4545 or Stephanie Risbon at Stephanie@nescent.org or 919-668-4551) immediately if you are a Federal employee.

2. Travel Arrangements

Your airfare will be billed directly to NESCent. As a condition of your invitation to participate in any NESCent event, we ask that your travel plans be ticketed two months prior of your arrival. Any travel booked within one month of your arrival must be approved by the Director of NESCent. In some circumstances, particularly for international travel, we may request that you extend your stay to include a Saturday night. In addition, our travel agent has been instructed to search for lower-cost airfares for all attendees.

NESCent cannot guarantee the reimbursement of any travel arrangements made through a non-NESCent travel agent. 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. If you are a Federal employee, please contact your NESCent Logistics Coordinator immediately before arranging your airline travel.

3. Hotel Information

NESCent will pay for your room and tax only. You will be responsible for all other incidental room charges, including phone calls and meals charged to your room.

- a. NESCent will assist in selecting the hotel and will coordinate all reservations for the attendees.
- b. NESCent is limited by the U.S. Government's rates in the lodging fees that it can pay.
- c. NESCent will pay for attendees' lodging for the dates of the meeting, usually including arrival one day prior to the meeting and departure the afternoon or evening of the last meeting day. Return flights to some locations may require departure the day following the meeting's adjournment. Meeting coordinators can request an arrival or departure beyond this framework for themselves.

If your travel plans change and you are not able to attend the meeting, please assist NESCent in avoiding any hotel penalties by contacting NESCent Logistics Coordinator. She can assist you in making any changes or canceling your room reservations.

4. 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_vis/esta/

4.1 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 NESCent 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. Please send via email your office mailing address so that we can send the formal letter of invitation.

For all non-US citizens (residing in or outside the US) 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 photo-copying 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.

5. 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 NESCent.

Non-Duke University Employees—Per Diem:

- a. NESCent is limited by the US Government's meal per diem rates. NESCent may modify these rates.
- b. Due to Duke University policies, it is not possible to offer attendees a meal program of NESCent-paid meals and partial per diems. NESCent provides attendees with a post-meeting reimbursement for a pre-established GSA-related per diem rate. Attendees (non-Duke attendees) are not required to provide NESCent with any meal receipts as part of this program.
- c. NESCent will communicate to your attendees the reimbursement rates for the meeting.
- d. NESCent may modify the reimbursement rates for meetings.

Non-US Citizens—Original Receipts:

- a. Because per diem reimbursements for foreign nationals can be taxed at 36%, NESCent reimbursement is based on original meal receipts.
- b. Amounts for meals are based upon the US Government's per diem rates. These pre-established and meeting-specific rates will be communicated to participants prior to the meeting and will outline additional details and the process for reimbursing their expenses.

Duke University Employees:

- a. Duke University faculty and staff must furnish original receipts for meals and, if possible, use a Duke Procurement Card to purchase meals.
- b. Amounts for meals are based upon the US Government's per diem rates. These pre-established and meeting-specific rates will be communicated to Duke employee participants prior to the meeting. Additional details and the process for reimbursing their expenses will be outlined at that time.

6. Flight Arrangements:

- a. 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 (see page 5 of this document for more information).
- b. 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 a NSF policy.
- c. NESCent requires all participants to select lower cost, 21-day advance purchase tickets through NESCent's selected travel agent. In some circumstances, particularly for international travel, we may request that you extend your stay to include a Saturday night. We will provide all attendees our travel agent's name, email address, toll-free telephone number and related contact information, and ask them to contact our agent.
- d. All flight arrangements should be made through a NESCent travel agent. Once attendees have made their travel plans and their tickets have been purchased, it will be the responsibility of the attendee 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 NESCent.
 - Attendees may choose not to use NESCent's travel agent. At NESCent's discretion, NESCent may choose to offer the attendee reimbursement equal to the purchased airfare or, as determined by NESCent's travel agent, a 21-day advance purchase economy class round-trip ticket between NESCent and the attendee's home institution, whichever is lower. This will be evaluated on a case-by-case basis.
- e. A cancelled ticket in the name of the attendee may only be used for a future NESCent approved activity.

Luggage:

NESCent encourages all participants to avoid checked luggage fees with carry-on luggage for trips lasting fewer than four (4) days. For longer trips, or where necessary, NESCent will reimburse participants for up to one (1) checked baggage. As with other reimbursements, all receipts must be submitted.

Driving:

Attendees may choose to drive to their meeting at NESCent. In these cases and at NESCent's discretion, NESCent may choose to offer the attendee 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.

- NESCent cannot pay for car rentals or limousines.

Ground transportation:

- NESCent will reimburse attendees for routine airport parking and related hometown ground-travel expenses with original receipts.
- Attendees should take a taxi to the hotel. Taxis may be found outside the Baggage Claim areas at the RDU Airport.
- NESCent cannot pay for limousines or car rentals.

Getting to NESCent:

NESCent will coordinate daily shuttle service between the hotel and the NESCent office for your visit. We will also pre-schedule your out-bound airport shuttles (if applicable). A schedule will be distributed upon your arrival at NESCent.

7. Other Reimbursements

- a. Duke University requires original receipts for reimbursements.
- b. Duke University requires that all reimbursements be mailed to the attendee's home address. Attendees will be requested to provide their home address in the NESCent Administrative Database prior to the meeting.
- c. Attendees will be given a form outlining the reimbursement process and a pre-addressed envelope for sending their original receipts to NESCent. If applicable, attendees will be asked to provide their social security number on the form.
- d. Processing reimbursements will take approximately 45 days assuming attendees immediately provide their original receipts and home address. Individual situations may take longer.
- e. NESCent provides reimbursement in US dollars. Attendees 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.
- f. 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.

8. Web Sites with Federal and NSF Travel Policies:

- a. Office of Management and Budget (OMB), Circular A-21, #53 Travel Costs - http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html
- b. NSF Grant Policy Manual, #05-131, #614 Travel Costs - http://www.nsf.gov/pubs/manuals/gpm05_131/gpm6.jsp#614
- c. U.S. General Services Administration (GSA) Per Diem Rates - <http://www.gsa.gov/portal/category/21287>



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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
- Chailair
- 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–**0B**
- 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**
- Astraëus–**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–**JK**
- 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–**OD**
- 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**