

# Instructions for Summer School Travel Reimbursement

In order to be reimbursed for summer school you will need to either email the NCNR User Office a copy of your receipts to [ncnraccess@nist.gov](mailto:ncnraccess@nist.gov) or fax them to 301-975-2351. Below you will find a checklist of possible receipts you may have.

Once your receipts have been received, a travel voucher will be processed. You will have a chance to review before finalizing. You will receive an email with the travel voucher attached that you will need to sign and either email or fax back to the User Office.

**Please send a copy of your receipts ASAP. The sooner you return your receipts the quicker you will be reimbursed.**

Receipts you may have:

- Receipt from taxi to and from airport
- Parking receipt from airport
- Hotel receipt
- Car rental and gas receipts (for rental only)
- Receipts from any tolls you paid or amount paid if no receipt was given
- Receipt from registration fee
- Receipts for any other expenses (excluding food)

Please contact me if you have any questions or concerns.

Thanks,

Becky Ogg  
NCNR User Office  
301-975-4997  
[ncnraccess@nist.gov](mailto:ncnraccess@nist.gov)