

Instructions to SCOR Working Groups Regarding Travel

The following instructions were designed to ensure that SCOR working groups can successfully conduct their work, while using SCOR financial resources efficiently and following applicable financial regulations of our sponsors.

Because the SCOR budget is relatively small, we ask working groups to try to arrange meetings of opportunity (meetings in conjunction with other meetings). The members of a working group should try to use alternative sources of funding for some or all of their travel if at all possible. However, SCOR will provide travel support to the full members of a working group who need it. Although SCOR funds are not sufficient to support the travel of associate members of a working group, associate members are encouraged to attend a meeting if they can support their travel from other sources. We can provide cash advances and/or buy tickets directly for members who cannot afford to advance their own support.

Members of a working group should obtain their own visas, if required. However, if a formal letter of invitation from SCOR would be helpful, please let us know and provide the necessary fax number if you would like this letter to be transmitted directly to the appropriate embassy or consulate. Be sure to apply for your visa well before the meeting.

Because the SCOR Secretariat is very small (just 1 full-time and 2 part-time staff) and there are many meetings every year, we normally only make arrangements (such as prepaid tickets) for scientists from developing countries, or other countries where hard currency is a problem.

Reimbursement of travel expenses normally will be returned to you within 1 week of receiving your travel claim (with sufficient receipts) following the working group meeting. Payment will normally be made by U.S. dollar check sent by airmail, unless non-U.S. individuals prefer to receive payments by wire transfer or bank draft. You will need to provide receipts for (1) air travel (either the original hardcopy ticket page with the price and itinerary on it, or an electronic ticket with the price and itinerary), (2) your hotel bill, and (3) any other major (more than US\$50) expenses. No receipts are required for meals and local transportation, but we will only reimburse up to the pre-set limit for meals.

We ask three things of each traveler:

1. Please use excursion fare or coach tickets for your travel. This may mean traveling at a time you would not prefer or staying a day or two longer. If you can save more on your airfare than the extra days' per diem, we will reimburse you for the extra days. Please contact your working group chair to inform him/her of the cost of your ticket before you make final arrangements. He/she will check the cost against the meeting budget to make sure that the working group keeps within its budget for a specific meeting.
2. Since some of the financial support for working group meetings comes from a U.S. National Science Foundation grant to SCOR, you should make every effort to follow U.S. government

travel regulations. U.S. members should **always** use U.S. air carriers (or code-sharing airlines) and non-U.S. travelers should use U.S. carriers unless doing so adds (1) more than 4.5 hours to your travel time or (2) more than 2 stops to your trip. All travel to SCOR-sponsored meetings held in the United States should be on U.S. air carriers. If the meeting is being held outside the United States and you want to have an exemption from using a U.S. air carrier, you will need to provide documentation to us so we can justify the exception when we request repayment from the National Science Foundation. We are also audited each year and this is a major issue examined by the auditors. If you have questions about this policy, please contact the SCOR Secretariat.

3. Please book your ticket at least one month before your departure for the working group meeting.

Reimbursement forms should be sent to

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