TRAVEL GRANT GUIDELINES
As of February 2025

The IGAC International Project Office is hosted by the Cooperative Institute for Research in Environmental Science (CIRES) at the University of Colorado Boulder in Boulder, CO USA. Therefore, IGAC Travel Grant Guidelines adhere to the CIRES Travel Guidelines, which are governed by the USA Federal and State of Colorado governments. All travel documents and receipts MUST first go through the IGAC International Project Office (langley@igacproject.org) for approval.

DO NOT book any travel yourself without filling in the travel form, waiting for approval, and contacting the IGAC project office. Be patient with this process and complete forms well in advance. Also note that per diem is NOT included in general travel grants.

PROCEDURE:

1. Read this document all the way through first.
2. Determine if you require a visa to travel to the host country of the event. Your airfare cannot be booked until you have (a) received travel approval from CIRES and (b) secured a visa if one is necessary.
3. If airfare is included in your travel grant, select which flight arrangement option you will use from below. Submit quotes to langley@igacproject.org for approval before booking.
4. Fill out the IGAC Travel Grant Form to accept the IGAC Travel Grant.
5. Once you have been notified by IGAC that the form is complete and your travel is approved by CIRES, you can book your airfare, make lodging arrangements, and register for the event.
6. Enjoy the IGAC event.
7. If IGAC paid for all of your travel directly, no further action is required by you.
8. If your travel grant allows for reimbursable expenses, please send langley@igacproject.org the information and documents as described below within three months of the trip's end date.
9. IGAC will submit a reimbursement form to CIRES Travel and your reimbursement will be processed by the University of Colorado after receiving approval from the necessary offices.
10. Reimbursement will be issued via check if you live in the U.S. If you live outside of the U.S. AND your reimbursement total is $100 or greater, IGAC will request your reimbursement be issued via a wire transfer.
11. Expect a reimbursement within 4-6 weeks from the date the forms are filed.

VISAS:

You are responsible for knowing whether you require a visa to the event host country and securing a visa. IGAC will not pay for airfare or approve you booking your own airfare until a visa is secured. Invitation letters are issued by the local host, not IGAC. Therefore, please check the event website for details on requesting an invitation letter or contact the local host of the event to request an invitation letter for visa or institutional purposes. If visa fees are covered as part of your travel grant, the fees will be reimbursed after the event.

FLIGHT ARRANGEMENTS:

There are two options for flight arrangements:

1. You can opt to have IGAC (CU/ CIRES) pay directly for your flights. First, you would email Christopherson Business Travel (CBT) at cutravel@cbtravel.com and copy the IGAC International Project Office (langley@igacproject.org) copied to request an airfare quote. Please use the template below for the email to CBT (cutravel@cbtravel.com) cc'ing Langley@igacproject.org: ***(note: If CBT does not respond within 3 business days, then please reach out to me directly and I can book your flight for you).***

    "Dear CBT –

    I have been awarded an IGAC Travel Grant to attend the <<event name>> in <<event location>> <<event dates>>. The award has been granted through the IGAC International Project Office hosted by CU/CIRES. The contact at CU/CIRES is the Director Langley DeWitt, langley@igacproject.org. I need to receive a round trip airfare quote to fly from <<departing city>> to <<closest airport to the event>> arriving on <<the date of the day before the event begins>> and departing the <<the date of the day of or day after the event>>. Please send me, cc'ing langley@igacproject.org, quotes and options for flights.

    Thanks,

    Your Name"

2. You can opt to purchase your own airfare and claim reimbursement after the event. First, you would save an airfare quote without purchasing your tickets and email it to IGAC (langley@igacproject.org) to ensure the airfare is reimbursable. The airfare quote should show the anticipated travel dates, destinations, flight names and numbers, and cost estimate. If your itinerary is not approved by IGAC before you book it, IGAC cannot guarantee that you will be reimbursed for your airfare.

- The Fly America Act (FAA) dictates that you must fly on a U.S. Flag Carrier for all segments of your flight to the greatest extent possible. This means that your flight names and numbers would need to be with an U.S. airline (ex. United 1234, Delta 56, Southwest 789). Cost and convenience are not exceptions to the FAA. Exceptions to the FAA include if (1) there is no service from a U.S. air carrier, (2) the U.S. air carrier trip would extend the travel time by 24+ hours, (3) the U.S. air carrier trip results in 2 or more additional stops, (4) the flight time is less than three hours and using the U.S. air carrier would double the flight time, or (5) there is an Open Skies Flag Carrier that meets the needs of the trip and requirements of the FAA.

- Taking personal time is highly discouraged. However, if you decide to take personal time or add a personal destination, you must follow the below CIRES Travel Personal Time Rules.

    - You must provide IGAC with two quotes for airfare, one for just flying for the dates of the IGAC event (business travel) and one for the actual itinerary you want to book (Business travel with Personal travel). If the inclusion of personal travel results in more costly airfare, you must pay for your airfare up-front with personal funds and request reimbursement (up to the quoted business travel quote's airfare amount) after you complete your trip (see #2 above). You cannot spend more dates on personal travel than business travel and be reimbursed for your airfare.
    - Additional expenses incurred as a result of personal travel are NOT reimbursable by IGAC.
    - The duration of personal travel cannot exceed the duration of the sum of business travel days and the IGAC event you are attending. (However, if you are attending both the EC-SC and the conference, but IGAC is only paying for the SC travel, all days still count as business travel).
    - Per diem meal allowance will not be given, nor will small reimbursements (e.g., ubers, local public transit).

REIMBURSMENT PROCESS:

If your travel grant allowed for reimbursable expenses, please send the following information and documents to langley@igacproject.org within three months of the trip's completion.

Personal Information

- Your full name as it appears on your bank account.

- Your home address, city, state, zip, and country of residence.
- Your phone number, including country code.
- If you live outside the US and are NOT a US citizen/ US Green Cardholder, please fill out, sign, and date the attached W8-BEN Form and send a copy of your passport.
- If you live in the US and/or a US citizen/ US Green Cardholder, please fill out, sign, and date the attached W9 form.

Bank Account Information (only if you live outside the U.S. and Canada)

Primary Bank Information:

Bank Name
Bank Address
SWIFT BIC
IRC/SQRT Code (if applicable)
IBAN Code (if applicable)
CLABE Code (Mexico only)
Account Number
Account Name

Correspondent Bank Information (if applicable):

Account Number
Account Name
ABA/SWIFT BIC

Send copies of the following documents if applicable to your travel grant

- Itemized airfare invoice showing proof of payment. If you had an FAA exception completed, please ensure that your invoice shows the flight names and numbers for your trip.
- Itemized lodging invoice showing proof of payment. Itemized ground transportation invoices to/from airports only showing proof of payment.
- Itemized visa fee invoice showing proof of payment.
- Itemized registration invoice showing proof of payment.

- For any reimbursable expense that is NOT in USD, you do not need to provide the exchange rate to USD. CIRES will calculate the exchange rate to USD for you.
- Proof of payment should show either a transaction date for the amount charged or a zero balance due.

Tax Documents

Most foreign nationals traveling anywhere BUT the United States need to provide the following to claim reimbursement:

1. Copy of passport photo page

2. Completed, signed W8-BEN. (W8-BEN Instructions)

Foreign nationals and Canadian citizens traveling TO the United States will need to provide the following to claim reimbursement:

1. Get and send your I-94 card.
2. Complete and sign the Compliance Statement document.
3. Copy of passport photo page and passport entry stamp (IMPORTANT: entry stamp must show business status, B1 or WB).
4. Completed, sign, and date W8-BEN. (W8-BEN Instructions)

U.S. Citizens (living outside the U.S.)

1. Will be advised on what other forms they may need.