



H E L P D O C U M E N T A T I O N

FastLane Help System

Travel and Reimbursement System

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Travel and Reimbursement

Travel and Reimbursement System Introduction

As a participant attending a panel meeting at NSF, arrange for both travel and lodging through the FastLane Travel and Reimbursement System.

The United States Federal Government requires that all NSF business travel arrangements be coordinated through NSF's travel management contractors. Do this through the FastLane Travel and Reimbursement System (see [Access the FastLane Travel and Reimbursement System](#)).

For each meeting, you must complete the following three steps:

1. [Answer the registration questions](#). The answers to these questions help determine the meeting travel and day rates and also determine which functions of the Travel and Reimbursement System will be open to you for that meeting.
2. [Confirm your Social Security Number](#) (*only if you answered Yes to the registration question, "Do you have a U.S. Social Security Number?"*).
3. [Submit your personal and banking information](#).

Once you have completed these steps, you can do the following, depending upon how you answered the registration questions for that meeting:

- [Make travel arrangements](#)
- [Submit expenses](#)

Access the Travel and Reimbursement System

1. On the **FastLane Home Page** screen (Figure 1), select **Panelist Functions** in the navigation bar at the top. The **Panelist Functions** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The link for Panelist Functions is circled.



Figure 2 Panelist Functions screen. The Log In section is surrounded in red.

2. In the **Log In** section on the **Panelist Functions** screen (Figure 2), do the following:
 - In the **Panel ID** box, type the Panel/Meeting ID that you received from NSF.
 - In the **Panelist Last Name** box, type your last name.
 - In the **Password** box, type the password that you received from NSF.
3. Select the **Log In** button (Figure 2). The **Panelist System Selection** screen displays (Figure 3).

Figure 3 Travel and Reimbursement link at the bottom of the Panelist System Selection screen.

4. Select **Travel and Reimbursement** (Figure 3). The **Travel and Reimbursement Main** screen displays (Figure 4). If this is the first time you have accessed the system for the meeting you plan to attend, you must register and therefore have access only to Participant Registration Questions, as in Figure 4. See [Answer Participant Registration Questions](#).



Figure 4 Travel and Reimbursement screen with only Step 1 Participant Registration Questions accessible.

Register for a Meeting

Register for a Meeting Introduction

Before making travel and lodging arrangements, you must register as a participant for your meeting. The steps are as follows:

- [Answer the participant registration questions.](#)
- [Confirm your Social Security Number \(if you answered Yes to Question 1\).](#)
- [Submit your personal contact and banking information.](#)

(Click on a link for instructions for that action.)

Answer Participant Registration Questions

1. Access the **Travel and Reimbursement Main** screen (Figure 1) (see [Access the Travel and Reimbursement System](#)).



Figure 1 Travel and Reimbursement screen. Step 1 Participant Registration Questions is circled.

2. Select **Step 1 Participant Registration Questions** (Figure 1). The **Participant Registration Questions** screen displays (Figure 2).

FastLane Panelist Functions | HOME

NSF Home | News | Site Map | Contact Us | FastLane Help | Grants.gov Help | Logout

Travel and Reimbursement | MAIN

Participant Registration

To begin the process, select YES or NO to answer the questions at right.

Participants who do not have an account with a US Financial Institution will not be reimbursed electronically.

Participants who live in the US are required to provide banking information or they will not be paid.

If you have questions, please contact the following meeting contact, zsa@nrc.nsf.gov who will be able to assist you.

Participant Registration Questions

Participant Name: Slater, Philip Type: Assigned

- Do you have a U.S. Social Security number? YES NO
- Are you a U.S. Federal Government Employee?
[Definition of Federal Participant](#) YES NO
- Are you a local participant?
[Definition of Local Participant](#) YES NO
- Are you a Virtual Participant?
[Definition of Virtual Participant](#) YES NO
- Are you a U.S. citizen or a permanent resident (green card holder)? YES NO
- Is your home address located in the United States? YES NO
- Do you have an account with a U.S. Financial Institution?
[Definition of U.S. Financial Institution](#) YES NO
- Will you be traveling to this meeting via commercial air or rail?
Note: You must arrange your commercial air or rail ticket through the NSF's travel agent. YES NO

Americans with Disabilities Act

- Will you require an interpreter, software to assist the visually impaired, or another modification at the meeting location? YES NO
- Do you have a medical condition that requires airfare other than a standard coach seat (e.g. first class, bulkhead, or other special accommodation) or ground transportation other than taxi? Your request will be processed by NSF's Office of Diversity and Inclusion (ODI) in which you will have to supply a current note from a competent medical authority to validate your requirement. This information will be kept confidential within ODI.
Note: the above questions apply only to individuals with qualified disabilities.
[More Information](#) YES NO

Certification: By clicking Continue, I hereby certify that I have answered all the questions above truthfully to the best of my knowledge.

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Figure 2 Participant Registration Questions screen. The Continue button is circled.

- For each of the following questions, select either the Yes or No radio button:
 - Do you have a U.S. Social Security Number?
 - Are you a U.S. Federal Government Employee?
 - Are you a local participant?
 - Are you a Virtual Participant?
 - Are you a U.S. citizen or a permanent resident (green card holder)?
 - Is your home address located in the United States?
 - Do you have an account with a U.S. Financial Institution?
 - Will you be traveling to this meeting via commercial air or rail?
Note:You must arrange your commercial air or rail ticket through the NSF's travel agent.
 - Americans with Disabilities Act
 - Will you require an interpreter, software to assist the visually impaired, or another modification at the meeting location?
 - Do you have a medical condition that requires airfare other than a standard coach seat (e.g. first class, bulkhead, or other special accommodation) or ground transportation other than taxi? Your request will be processed by NSF's Office of Diversity and Inclusion (ODI) in which you will have to supply a current note from a competent medical authority to validate your requirement. This information will be kept confidential within ODI.
Note: the above questions apply only to individuals with qualified disabilities.

4. Select the **Continue** button (Figure 1).

Note: To help you answer accurately, select the definition links under the questions to see the definition of terms in the question.

*If you answered **Yes** to the question, “Do you have a Social Security Number?” the **Personal Banking/Contact Information** screen displays and asks you to confirm your Social Security Number.*

*If you answered **No** to the question, “Do you have a Social Security Number?” the **Reviewer Address History** screen displays for you to confirm your reviewer address History.*

If you choose to waive payment, NSF will pay only for transportation reserved and purchased through NSF’s travel agent. To waive payment for services rendered to NSF, select the waiver of payment check box. The Waiver of Payment Confirmation Screen will display.

Confirm Your Social Security Number

You must confirm your Social Security Number if you answered **Yes** to the participant registration question, “Do you have a Social Security Number?”

1. Access the **Personal Banking/Contact Information** screen (Figure 1) (see Answer Participant Registration Questions).

Figure 1 Personal Banking/Contact Information screen. The Submit button is circled.

2. In the **Enter Social Security Number** box on the **Personal Banking/Contact Information** screen (Figure 1), type your Social Security Number.
3. In the **Re-Enter Social Security Number** box on the **Personal Banking/Contact Information** screen (Figure 1), type your Social Security Number again.
4. Select one of the three radio buttons regarding **Payment Eligibility**:
 - By default, you are eligible for full payment, determined by your answers to the registration questions. If you wish to receive all payment for which you are eligible, select the “Full Payment” option.
 - If you do not wish to enter your Social Security Number, you may select the “No Payment” option.
 - If you are ineligible to receive compensation for services rendered to NSF for this meeting, based on your employer’s policy that you are prohibited from accepting compensation aside from expense reimbursement, select the “Partial Payment” option.
5. Select the **Submit** button (Figure 1). One of two types of **Personal Banking/Contact Information** screens displays for you to submit your contact and banking information, according to whether you have:
 - A U.S. address and a U.S. financial institution
 - A foreign address and a U.S. financial institution

If you choose “Partial Payment” and waive your right to compensation, NSF will only reimburse for expenses incurred. To waive compensation for services rendered to NSF, select the “Partial Payment” radio button and Submit. The Waiver of Compensation Confirmation Screen will display.

Verify Your Reviewer Address History

1. Review and verify your Reviewer Address History with the National Science Foundation (Figure 1).

The screenshot shows a web interface for 'Travel and Reimbursement | MAIN'. A breadcrumb trail indicates 'Participant Registration'. The main content area is titled '2 Reviewer Address History' and displays the following information:

- Participant Name:** Wong, SS **Meeting ID:** P100048
- Current Address:** Department of Physics Toronto, Ont. M5S 1A7, CANADA
- Current Institution:** University of Toronto
- Does this reflect your information?** (Question with 'Yes' and 'No' buttons)

On the left side, there is a box titled 'Verify your Reviewer Address History.' with the instruction: 'Please validate your Reviewer Address History with the National Science Foundation.'

Figure 1 Reviewer Address History page

If the information is correct:

2. Select the **Yes** button (Figure 1).

If the information is not correct:

3. Select the **No** button (Figure 1).

*If you answered **Yes** to the question, "Does this reflect your information?" the **Personal Contact Information** screen displays.*

*If you answered **No** to the question, "Does this reflect your information?" the **Reviewer Address History Confirmation** screen displays.*

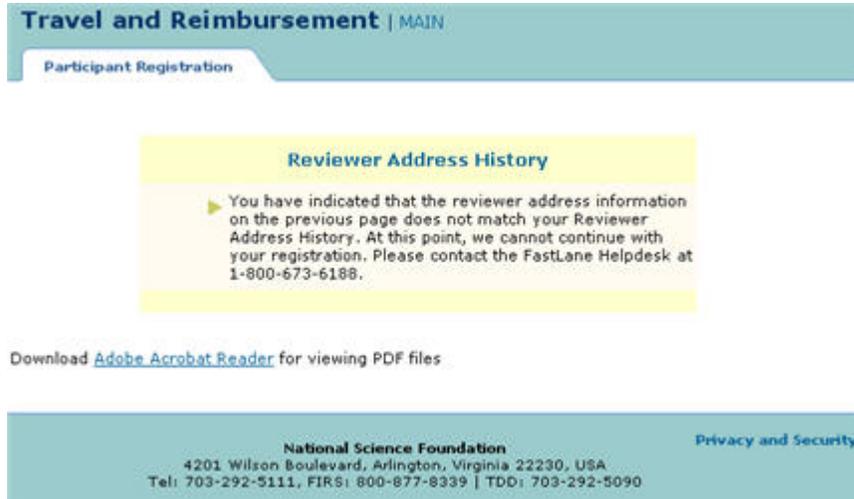


Figure 2 Reviewer Address History Confirmation page

Waiver of Payment Confirmation Screen

You must click Waive Payment on the confirmation screen.

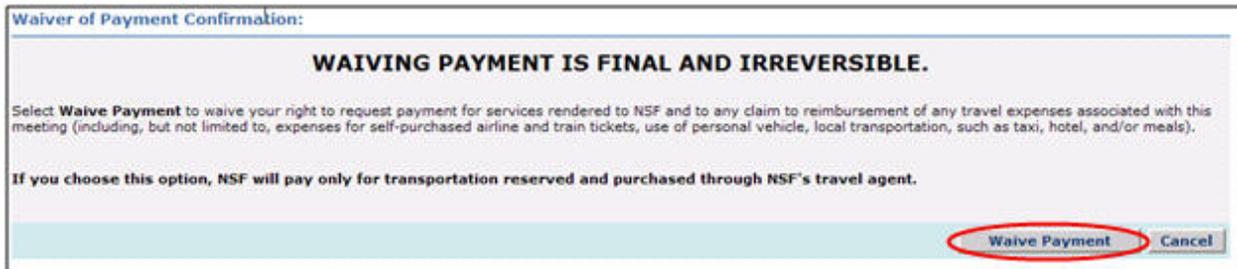


Figure 1 Waiver of Payment Confirmation screen. The Waive Payment button is circled.

1. Select the Waive Payment button (Figure 1).

If you select Waive Payment button, the system does not require you to provide any banking information and the FastLane Panelist Functions home screen will display a message that you have successfully registered and waived payment.

If you select cancel, the Participant Registration Questions will be displayed.

The system displays the FastLane Panelist Functions home screen (Figure 2) with a validation message, "You have successfully registered and waived payment."

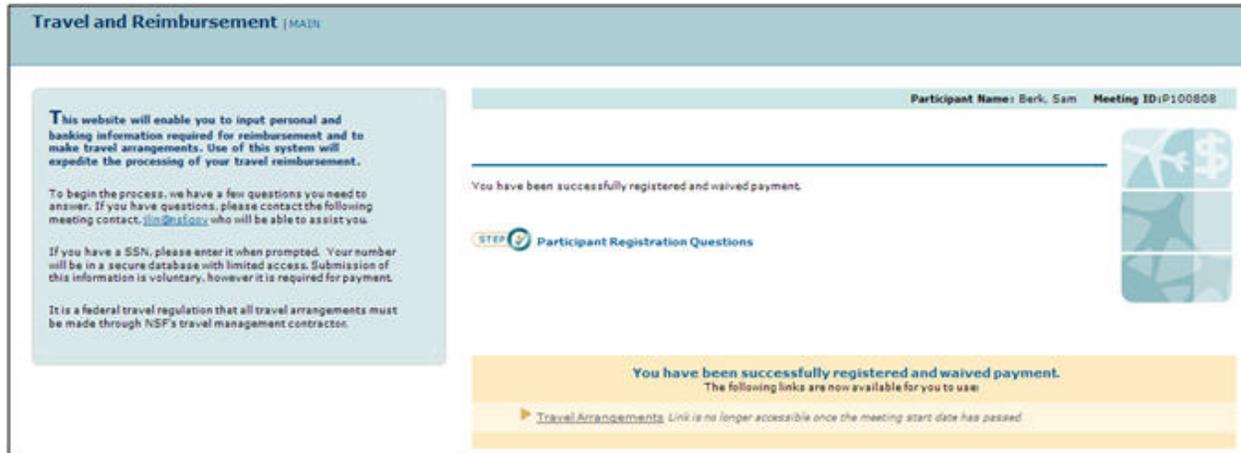


Figure 2 Travel and Reimbursement screen.

Complete Contact and Banking Information

Complete Personal Contact and Banking Information Introduction

Depending upon how you answered the participant registration questions, you will submit personal contact and banking information for one of the following:

- U.S. address and U.S. financial institution
- Foreign address and No U.S. financial institution
- Foreign address and U.S. financial institution

Complete Information for U.S. Address and U.S. Financial Institution

If you have a U.S. Social Security Number (SSN), you must confirm your SSN before you can access the **Personal Banking/Contact Information** screen.

1. Access the **Personal Banking/Contact Information** screen for a U.S. address and U.S. financial institution (Figure 1) (see Answer Participant Registration Questions or Confirm Social Security Number).

Figure 1 Personal Banking/Contact Information screen for a U.S. address and U.S. financial institution.

2. In the **Full Legal Name** section, enter your full legal name under which you file your taxes on the **Personal Banking and Contact Information** screen (Figure 1), do the following:
 - In the **First Name** box, type your first name.
 - In the **Middle Initial** box, type the first letter of your middle name (optional).
 - In the **Last Name** box, type your last name.
 - In the **Suffix** box, type your suffix (optional).

3. In the **Permanent U.S. Residence Address** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
 - In the **Address 1** box, type the first line of the street address.
 - In the **Address 2** box, type the second line of the street address (optional).
 - In the **Address 3** box, type the third line of the street address (optional).
 - In the **City** box, type your city.
 - In the **State** box, type your state.
 - In the **Zip Code** box, type your zip code.
 - In the **Email Address** box, type your email address.
4. In the **Contact Numbers** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
 - In the **Business Phone** box, type your business phone.
 - In the **Home Phone** box, type your home phone or cell phone number.
 - In the **Fax** box, type your fax number (optional).
5. In the **Financial Institution Information** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
 - In the **Bank Routing Number** box, type the Bank Routing Number for your U.S. financial institution.
 - In the **Account Number** box, type your account number at this institution.
 - In the **Account Type** box, select the radio button for either checking or savings.
6. Select the **Continue** button (Figure 1). The **Personal Banking/Contact Information Confirmation** screen displays (Figure 2).

Figure 2 Personal Banking/Contact Information Confirmation screen.

7. Confirm that the information you typed is correct.

If you need to edit the information:

Select the **Edit** button (Figure 2), and the **Personal Banking/Contact Information** screen redisplay (Figure 1), where you can change the information.

If the information is correct:

1. Select the **Submit** button (Figure 2). The **Personal Banking/Contact Information Results** screen displays (Figure 3) with a message that your information has been saved.

Figure 3 Personal Banking/Contact Information Results screen. The OK button is circled.

2. Select the **OK** button (Figure 3). The **Travel and Reimbursement Main** screen displays. You have now completed registration for the meeting and can proceed to make travel arrangements or submit expenses if applicable.

Complete Information for Foreign Address and No U.S. Financial Institution

1. Access the **Personal Contact Information** screen for a foreign address and no U.S. financial institution (Figure 1) (see Answer Participant Registration Questions).

Figure 1 Personal Contact Information screen for a foreign address and No U.S. financial institution.

2. In the Full Legal name section, enter your full legal name under which you file your taxes on the **Personal Banking and Contact Information** screen (Figure 1), do the following:
 - In the **First Name** box, type your first name.
 - In the **Middle Initial** box, type the first letter of your middle name (optional).
 - In the **Last Name** box, type your last name.
 - In the **Suffix** box, type your suffix (optional).
 - In the **Date of Birth** box, type your date of birth (mm/dd/yyyy).
 - In the **Gender Drop** down, select your gender.
3. In the **Permanent Foreign Residence Address** section of the **Personal Contact Information** screen (Figure 1), do the following:
 - In the **Address 1** box, type the first line of the street address.
 - In the **Address 2** box, type the second line of the street address (optional).
 - In the **City, Postal Code, Country** box, type your city, postal code, and country.
4. In the **Contact Numbers** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
 - In the **Business Phone** box, type your business phone.
 - In the **Home Phone** box, type your home phone or cell phone number.
 - In the **Fax** box, type your fax number (optional).
5. Select the **Continue** button (Figure 1). The **Personal Contact Information Confirmation** screen displays (Figure 2).

Figure 2 Personal Contact Information Confirmation screen.

6. Confirm that the information you typed is correct.

If you need to edit the information:

Select the **Edit** button (Figure 2). The **Personal Contact Information** screen redisplay (Figure 1), where you can change the information.

If the information is correct:

1. Select the **Submit** button (Figure 2). The **Personal Contact Information Results** screen displays (Figure 3) with a message that your information has been saved.

Figure 3 Personal Contact Information Results screen. The OK button is circled.

2. Select the **OK** button (Figure 3). The **Travel and Reimbursement Main** screen displays. You have now completed registration for the meeting and can proceed to make travel arrangements or submit expenses, if applicable.

Complete Information for Foreign Address and U.S. Financial Institution

If you have a U.S. Social Security Number (SSN), you must confirm your SSN before you can access the **Personal Banking/Contact Information** screen.

1. Access the **Personal Banking/Contact Information** screen for a foreign address and U.S. financial institution (Figure 1) (see Answer Participant Registration Questions or Confirm Social Security Number).

Figure 1 Personal Banking/Contact Information screen for a foreign address and U.S. financial institution.

2. In the Full Legal name section, enter your full legal name under which you file your taxes on the **Personal Banking and Contact Information** screen (Figure 1), do the following:
 - In the **First Name** box, type your first name.
 - In the **Middle Initial** box, type the first letter of your middle name (optional).
 - In the **Last Name** box, type your last name.
 - In the **Suffix** box, type your suffix (optional).
3. In the **Permanent Foreign Residence Address** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
 - In the **Address 1** box, type the first line of the street address.
 - In the **Address 2** box, type the second line of the street address (optional).
 - In the **City, Postal Code, Country** box, type your city, postal code, and country.
 - In the **Email Address** box (Figure 1), type your email address.
4. In the **Contact Numbers** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
 - In the **Business Phone** box, type your business phone.
 - In the **Home Phone** box, type your home phone or cell phone number.
 - In the **Fax** box, type your fax number (optional).
5. In the **Financial Institution Information** section of the **Personal Banking and Contact Information** screen (Figure 1), do the following:
 - In the **Bank Routing Number** box, type the bank routing number for your U.S. financial institution.
 - In the **Account Number** box, type your account number at this institution.
 - In the **Account Type** box, select the radio button for either checking or savings.
6. Select the **Continue** button (Figure 1). The **Personal Banking/Contact Information Confirmation** screen displays (Figure 2).

Participant Registration

Personal Banking/Contact Information Confirmation

Please verify the information you have entered is correct including the Financial Institution Name associated with your routing number. If any entries require editing before you submit this data, please click the Edit button. If the information is correct, please click the Submit button.

Full Legal Name:

First Name: Kevik
Middle Initial:
Last Name: Delta
Suffix:

Permanent Foreign Residence Address:

Address 1: 400 A st.
Address 2:
City, Postal Code, Country: Paris, 24523, France
Email Address: delta@mf.gov

Contact Numbers:

Business Phone: 4756867980
Home Phone: 4567890876
Fax:

Financial Institution Information:

Financial Institution: Wachovia Bank, National Association
Routing Number: 051001414
Account Number: 47568697
Account Type: Checking

Submit Edit

Figure 2 Personal Banking/Contact Information Confirmation screen.

7. Confirm that the information you typed in is correct.

If you need to edit the information:

Select the **Edit** button (Figure 2). The **Personal Banking/Contact Information** screen redisplay (Figure 1), where you can change the information.

If the information is correct:

1. Select the **Submit** button (Figure 2). The **Personal Banking/Contact Information Results** screen displays (Figure 3) with a message that your information has been saved.

Personal Banking/Contact Information Results

Your personal information was successfully updated.

OK

Figure 3 Personal Banking/Contact Information Results screen. The OK button is circled.

2. Select the **OK** button (Figure 3). The **Travel and Reimbursement Main** screen displays. You have now completed registration for the meeting and can proceed to make travel arrangements or submit expenses, if applicable.

Make Travel Arrangements

Make Travel Arrangements Introduction

Before you are able to make travel arrangements in FastLane for a meeting, you must first register for a meeting by answering the participant registration questions (Step 1) and entering your personal contact and banking information (Step 2).

The Travel Arrangements application will not be available to you *if you are a local participant, plan to be a virtual participant, or the meeting start date has already occurred.*

See [Access Travel Arrangements](#) for instructions on how to access the **Travel Arrangements** screen.

Methods of Making Travel Arrangements

There are two ways to make travel arrangements:

- [Complete the e-mail reservation request form](#)
- [Call the NSF travel agent](#)

In Travel Arrangements, you can also [find information on NSF's suggested hotel or other hotels](#) in the Arlington, Virginia, area.

Access Travel Arrangements

You can access the Travel Arrangements screen, *if you have completed registration for a meeting and if you are not a local participant, are not a virtual participant, or the meeting start date has not yet occurred.*

1. On the **FastLane Home Page** screen (Figure 1), select **Panelist Functions** in the navigation bar at the top. The **Panelist Functions** screen displays (Figure 2).

NSF Home | News | Site Map | FastLane Help | Grants.gov Help | Contact Us

FastLane
www.fastlane.nsf.gov

FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)

FastLane User Support (7 AM to 9 PM Eastern Time • M-F)
1-800-673-6188
FastLane Availability (recording):
1-800-437-7408

Proposals, Awards and Status | Proposal Review | **Panelist Functions** | Research Administration | Financial Functions

Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

Quick Link

- ▶ [Registration Information](#)
- ▶ [Award Search and Funding Trends](#)
- ▶ [FastLane FAQs \(Opens new Browser Window\)](#)
- ▶ [Grants.gov FAQ \(Opens new Browser Window\)](#)

Advisories

- 08/01/07** - [FastLane changes to reduce the use of Social Security Numbers \(SSNs\) will be implemented on August 4, 2007.](#)
- 07/31/07** - [FastLane changes to reduce the use of Social Security Numbers \(SSNs\) will be implemented on August 4, 2007.](#)
- 07/05/07** - [Information on the Use of Designated Fonts in NSF Proposals \(Opens new browser window\)](#)
- 06/22/07** - [Starting June 23rd, NSF is making it easier for PIs to report journal publication citations as part of their](#)

Figure 1 FastLane Home Page screen. The link for Panelist Functions is circled.

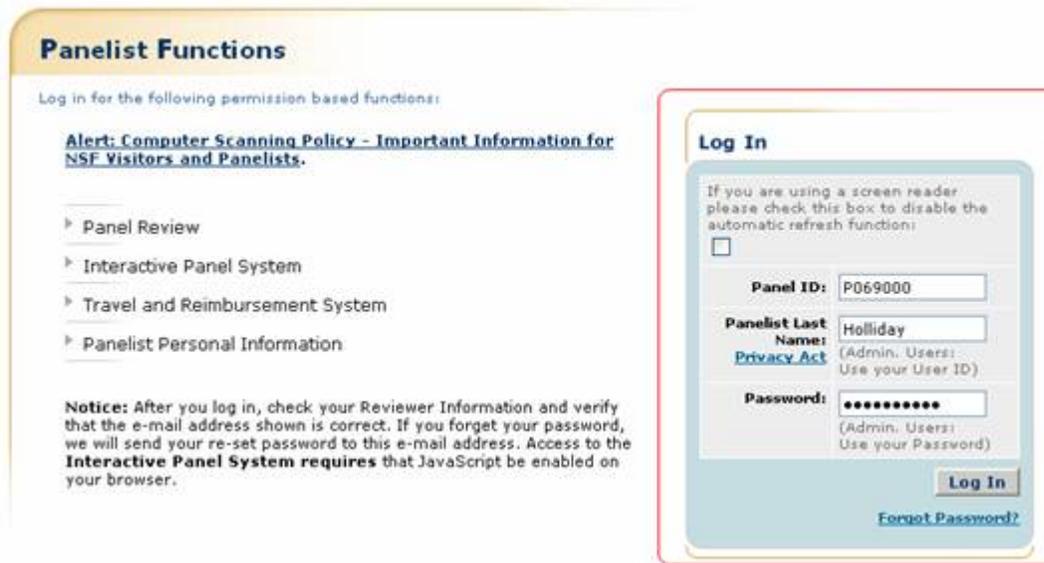


Figure 2 Panelist Functions screen. The Log In section is circled.

- In the **Log In** section on the **Panelist Functions** screen (Figure 2), do the following:
 - In the **Panel ID** box, type the Panel/Meeting ID that you received from NSF.
 - In the **Panelist Last Name** box, type your last name.
 - In the **Password** box, type the password that you received from NSF.
- Select the **Log In** button (Figure 2). The **Panelist System Selection** screen displays (Figure 3).

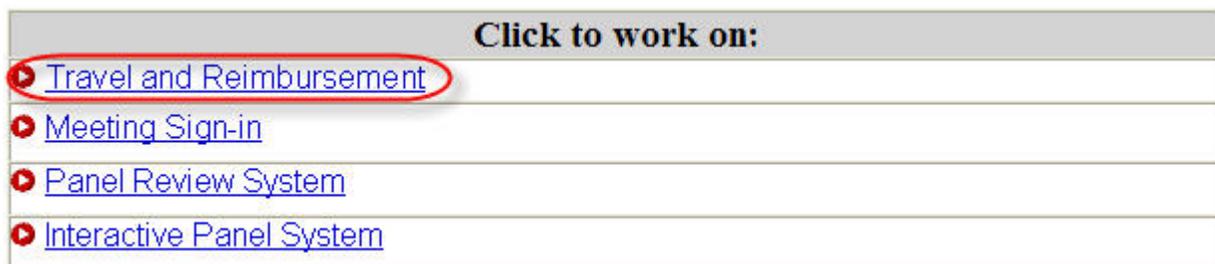


Figure 3 Travel and Reimbursement link at the bottom of the Panelist System Selection screen.

- Select **Travel and Reimbursement** (Figure 3). The **Travel and Reimbursement Main** screen displays (Figure 4).

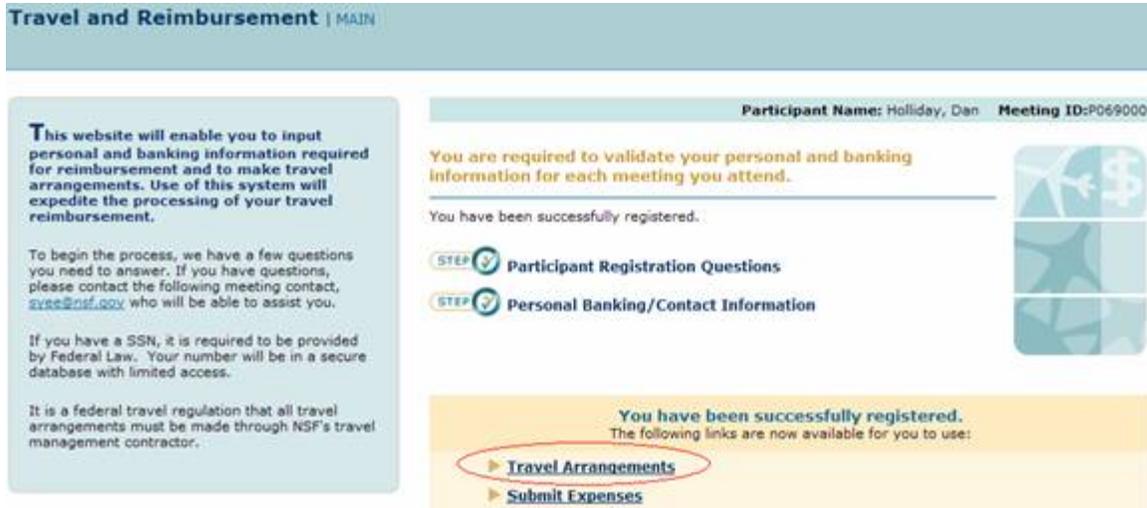


Figure 4 Travel and Reimbursement screen. The Travel Arrangements link is circled.

5. Select **Travel Arrangements** (Figure 4).
6. *If you are a Non-Federal, Non-Local, Attending On-Site participant, the **Travel Arrangements** screen displays as in Figure 5 with the Meeting ID and your participant name at the top right. You have options to do the following:*
 - Complete the e-mail reservation request form.
 - Call the NSF travel agent.
 - Find information on NSF’s suggested hotel or other hotels in the Arlington, Virginia, area.

Figure 5 Travel Arrangements screen.

*If you are a Federal, Foreign Non-Flat Rate, or Workshop participant, the **Travel Arrangements** screen displays as in Figure 6 with the Meeting ID and your participant name at the top right. You have the option of finding information about NSF’s suggested hotel or other hotels in the Arlington, Virginia, area.*

Figure 6 Travel Arrangements screen with hotel information.

Complete the Email Reservation Request Form

The Email Reservation Request Form is only for arranging transportation. FastLane sends your completed online reservation form directly to the NSF travel management contractor.

1. Access the **Travel Arrangements** screen (Figure 1) (see Access Travel Arrangements).

Figure 1 Travel Arrangements screen. The Email Reservation Request Form link is circled.

2. On the **Travel Arrangements** screen (Figure 1), select **Email Reservation Request**. The **Email Reservation Request Form** screen (Figure 2) displays.

Figure 2 Email Reservation Request Form screen. The Next button is circled.

3. In the **Shipping Address for Ticket Delivery Via Federal Express** section of the **Email Reservation Request Form** screen. The Next button is circled. screen (Figure 2), do the following:
 - In the **Organization Name** box, type the name of the organization you are affiliated with.
 - In the **Address Line 1** box, type your street address.
 - In the **Address Line 2** box, type the second line of the address (optional).
 - In the **City** box, type the city of your address.
 - In the **State** box, select your state from the drop-down list.
 - In the **Zip Code** box, type your zip code (optional for foreign address).
 - In the **Country** box, type the name of the country you are currently located in.
 - In the **Email** address, type the email address where you want to receive NSF communications.
4. In the **Contact Numbers** section (Figure 2), do the following:
 - In the **Business Phone** box, type your business phone.
 - In the **Home Phone** box, type your home phone or cell phone number.
 - In the **Fax** box, type your fax number (optional).
5. In the **Mode of Transportation** section (Figure 2), select the radio button for the mode that you prefer.
6. In the **Departure Airport/Rail Station** section (Figure 2), type the name of the airport or rail station you are departing from (required if you picked either of these modes of transportation).

Note: Choose an airport/station near your home or office, as NSF will not pay for travel to, or lodging at, this airport/station.
7. In the **Preferred Schedule Information** section (Figure 2), do the following:
 - In the **Earliest date for travel to meeting** box, type that date in mm/dd/yyyy format.
 - In the **Earliest time for travel to meeting** box, type the earliest time you will be ready to leave in hhmm format.
 - In the **Latest date for travel to meeting** box, type that date in mm/dd/yyyy format.
 - In the **Latest time for travel to meeting** box, type the latest time you will be ready to leave in hhmm format.

Note: You must enter at least the earliest or latest date and time.

 - In the **Earliest date for travel from meeting** box, type that date in mm/dd/yyyy format.
 - In the **Earliest time for travel from meeting** box, type the earliest time you will be ready to leave in hhmm format.
 - In the **Latest date for travel from meeting** box, type that date in mm/dd/yyyy format.
 - In the **Latest time for travel from meeting** box, type the latest time you will be ready to leave in hhmm format.

Note: You must enter at least the earliest or latest date and time.
8. In the **Preferred Seating** section (Figure 2), select the radio button for your preference (for air travel only).
9. In the **Hotel Request** section (Figure 2), you can request hotel accommodations.

Note: The **Hotel Request** section is to be used if you have NOT been instructed by NSF staff to use a hotel room block or other arrangements for your hotel stay.

10. In the **Special Travel Needs** section (Figure 2), type in the **Comments** box any special needs that you might have for travel. (NSF does not guarantee delivery.)
11. Select the Next button (Figure 2).

On-Line Reservation Form

Participant Name: Willis, Robert Meeting ID: #P102275

The travel reservation is not yet submitted. Please enter information and click "Submit" to send your travel reservation request to Sato Travel.

Transportation Security Administration (TSA) Traveler Information:

*Name: Test TEst Full name as it is shown on the identification document presented at airport security check-points

*Date of Birth: 12/22/2010 (mm/dd/yyyy)

*Gender: Male

Redress Number: 876768768686

Passport Number: For international travel only

Passport Issuing Country: India For international travel only

Submit Cancel

Informational Text:
This information will be sent to Sato Travel and will be shared with the Transportation Security Administration (TSA). Sato Travel, (800) 817-5257 travel@nsf.gov
TSA developed the Secure Flight program to enhance the security of domestic and international commercial air travel through the use of improved watch list matching.
Travelers are required to provide additional information to airlines in order to allow TSA to conduct watch list matching before passenger check-in. For more information on the Secure Flight policy, visit TSA's website on www.tsa.gov.
Enter information and click "Submit" when complete. Required fields are preceded by an asterisk (*).
NOTE: Email the meeting contact, nparikh@nsf.gov, for assistance with making hotel arrangements, or contact the suggested hotel directly.

Figure 3 Transportation Security Administration (TSA) Traveler Information (for air travel only).

12. In the **Transportation Security Administration (TSA) Traveler Information** section of the **Email Reservation Request Form** screen (Figure 3), do the following:
 - In the **Name** box, type your full name as it is shown on the identification document presented at airport security check-points.
 - In the **Date of Birth** box, type that date in mm/dd/yyyy format.
 - In the **Gender** box, select your gender from the drop down menu.
 - In the **Redress Number** box, enter your Redress number (optional).
 - In the **Passport Number** box, enter your passport number (optional).
 - In the **Passport Issuing Country** box, select the appropriate country from the dropdown menu (optional)

Figure 4 Email Reservation Request Form Results screen. The OK link is circled.

12. Select **OK** (Figure 4). The **Travel and Reimbursements Main** screen displays.

Call the NSF Travel Agent

You can arrange for transportation by calling the NSF travel management contractor directly.

1. Access the **Travel Arrangements** screen (Figure 1) (see Access Travel Arrangements).

Figure 1 Travel Arrangements screen. The NSF Travel Management Contractor section is boxed.

2. On the **Travel Arrangements** screen (Figure 1), find the name and 1-800 phone number of the NSF travel management contractor.

3. Call the contractor. You must give the contractor your name and Panel/Meeting ID, which is at the top right of the **Travel Arrangements** screen.

Find Hotel Information

1. Access the **Travel Arrangements** screen (Figure 1) (see [Access Travel Arrangements](#)). If information is displayed in the **Suggested Hotel Information** section, NSF has reserved a block of rooms at the suggested hotel for the participants of your meeting.

Figure 1 Travel Arrangements screen. The Suggested Hotel Information section is boxed.

2. Contact the hotel directly to make your reservation.

Find Other Hotels in the Arlington, Virginia, Area

1. On the **Travel Arrangements** screen (Figure 2), select **Additional Hotels**. The **Hotels** screen displays (Figure 3).

Figure 2 Travel Arrangements screen. The Additional Hotels link is circled.

You may make alternate arrangements for lodging.

Select the specific Metro stop to view the hotels in that area.

For additional mass transit information please refer to the Washington Metropolitan Area Transit Authority's website located at www.wmata.com.

The metro stop for the NSF is Ballston.

Participant Name: Holliday, Dan Meeting ID: #P069000

Hotels

View Metro Area: Metro Stop: Ballston Go Cancel

Area	Hotel Name	Address	Phone	Fax	Distance
Nothing found to display					

Figure 3 Hotels screen. The Go button is circled.

2. In the **View Metro Area** drop-down list (Figure 3), select the stop for the Metropolitan Area Transportation Authority (Metro) that you want to look for hotels near, or choose **All** to view hotels in the entire Washington Metropolitan region.
3. Select the **Go** button (Figure 3). The **Hotels** screen displays (Figure 4) with a listing of information on hotels that are in the area that you chose.

You may make alternate arrangements for lodging.

Select the specific Metro stop to view the hotels in that area.

For additional mass transit information please refer to the Washington Metropolitan Area Transit Authority's website located at www.wmata.com.

The metro stop for the NSF is Ballston.

Participant Name: Holliday, Dan Meeting ID: #P069000

Hotels

View Metro Area:

Area	Hotel Name	Address	Phone	Fax	Distance
Metro Stop: Ballston	The Arlington Hilton Hotel	950 N. Stafford Street Arlington VA 22203	703-812-5134	703-312-5127	Next door to Metro & NSF
Metro Stop: Ballston	Holiday Inn Arlington at Ballston Hotel	4610 N. Fairfax Drive Arlington VA 22203	703-243-9800	703-527-2677	3 blocks from Metro & NSF
Metro Stop: Ballston	Comfort Inn – Ballston	1211 N. Glebe Road & Route 66 Arlington VA 22201	703-247-3399	703-524-8739	4 blocks from Metro & NSF

Figure 4 Hotels screen with a listing of information on hotels in the chosen Metro stop area.

- Click on a hotel name (Figure 4). The hotel's website opens in a new window.

Submit Expenses

Submit Expenses Introduction

To submit travel expenses to NSF you must meet the following criteria:

- Answered No to the participant registration question, "Will you be traveling to this meeting via air or rail?"
- Registered for the meeting and submitted your personal contact and banking information.
- Registered as a Non-Federal, Non-Local, Attending On-Site participant.

NSF reimburses the following expense:

- Personally owned vehicle (POV) mileage and toll expenses for those who used their own automobile, motorcycle, or airplane to get to/from the meeting

Note: Reservations for air or rail transportation must be made through the NSF travel management contractor.

You can edit your expense reimbursement submission up to the point that NSF begins processing it. If you still need to submit more expenses,, you can submit additional POV expenses after NSF has completed processing your initial expenses.

See NSF Policy on Expense Reimbursement for details on those expenses NSF reimburses.

NSF Policy on Expense Reimbursement

- **Panelist Compensation** - In accordance with Internal Revenue Service (IRS) instructions, NSF is required to issue an IRS Form 1099, "Miscellaneous Income," to participants for federal tax filing purposes when annual total compensation exceeds \$600.

NSF reimburses participants' approved travel expenses, according to Federal policy. Please keep in mind the following general guidelines when making your travel arrangements:

- **Points of Departure/Return** - The authorized points of travel departure and return are the traveler's official duty station or residence. Travelers will be reimbursed for travel expenses only between these points and the meeting site. On occasion, a traveler may be away from his/her duty station or need to go to another destination after the meeting. If this is the case, and it is for the convenience of the Government, then an alternate authorized point may be used. This must be noted. These are not stopovers. The traveler must begin or end official travel at the other authorized point.
- **Reservations** - Reservations for transportation must be made through the NSF travel management contractor. The Meeting ID is required to make reservations. NSF cannot reimburse over the contract airfare.
- **Common Carrier (airplane, train or bus)** - Travel by common carrier is presumed to be the most advantageous to the Government and is the authorized mode of travel.
- **Contract Carrier Flights** - Travelers are expected to use contract air carrier services provided to Federal agencies at reduced rates through the General Services Administration City Pair Program.
- **International Flights** - Travelers must use U.S.-flag air carriers for international air travel, if available, even if travel on another airline is less expensive. NSF cannot reimburse travelers for transportation on another airline unless U.S.-flag carrier service is not available. A U.S.-flag air carrier is a carrier holding a certificate under Section 401 of the Federal Aviation Act of 1958. The NSF travel management contractor will make travel arrangements in compliance with this regulation.
- **Airline Tickets** - Tickets must be e-tickets unless there is a compelling reason for a paper ticket. Electronic tickets are issued 2 days prior to the travel date. Travelers will receive an email confirmation with an attached electronic invoice. The attached invoice may be used for airport entry.
- **Use of a Personal Vehicle** - Travelers may be authorized to use a personally owned vehicle (POV) as the mode of transportation to NSF meetings, under the following conditions:
 - Travelers sign and submit a mileage statement to the program office sponsoring the meeting. The use of a private vehicle is approved in advance by NSF.
 - Mileage reimbursement is limited to the rates established by the General Services Administration. (See <http://www.gsa.gov/> for the current mileage rates.)
 - The total amount of the reimbursement for POV expenses does not exceed the cost of the airfare on a Government contract air carrier.
 - It is NSF Policy that only one form of POV may be claimed per meeting.
- **International Participants** - Citizens of a foreign country who visit the United States usually need to obtain a visa. For NSF meeting participants, this typically is a visitor visa, a non-immigrant visa for travel to the United States for a scientific, educational, or professional meeting or conference on specific dates. Current information on U.S. visa policies is published on the Department of State Bureau of Consular Affairs website.

Access Submit Expenses

1. On the **FastLane Home Page** screen (Figure 1), select **Panelist Functions** in the navigation bar at the top. The **Panelist Functions** screen displays (Figure 2).



Figure 1 FastLane Home Page screen. The link for Panelist Functions is circled.



Figure 2 Panelist Functions screen. The Log In section is circled.

2. In the **Log In** section on the **Panelist Functions** screen (Figure 2), do the following:
 - In the **Panel ID** box, type the Panel/Meeting ID that you received from NSF.
 - In the **Panelist Last Name** box, type your last name.
 - In the **Password** box, type the password that you received from NSF.
3. Select the **Log In** button (Figure 2). The **Panelist System Selection** screen displays (Figure 3).

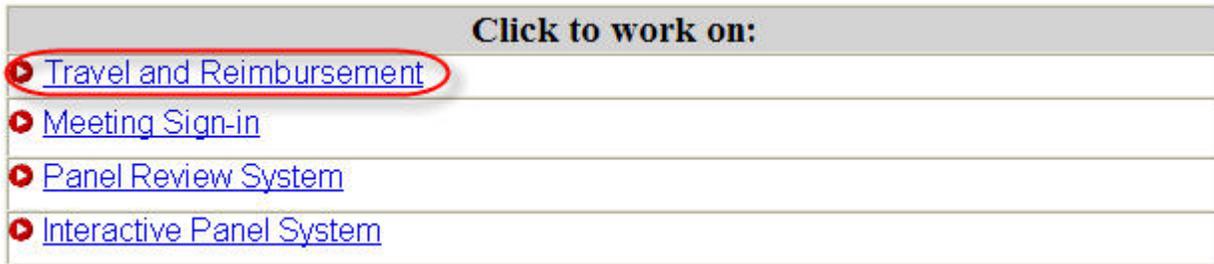


Figure 3 Travel and Reimbursement link at the bottom of the Panelist System Selection screen.

4. Select **Travel and Reimbursement** (Figure 3). The **Travel and Reimbursement Main** screen displays (Figure 4).



Figure 4 Travel and Reimbursement screen. The Submit Expenses link is circled.

5. On the **Travel and Reimbursement** screen (Figure 4), select **Submit Expenses**. The **Submit Expenses** screen displays (Figure 5). You have the options to submit expenses for:
 - Personally owned vehicle (POV) mileage and tolls



Figure 5 Submit Expenses screen.

Submit POV Mileage Expenses

NSF reimburses a participant that used a personal automobile, motorcycle, or airplane to travel to and/or from the meeting. NSF reimburses on the basis of a fixed rate per mile traveled and for toll costs. See [NSF Policy on Expense Reimbursement](#).

1. Access the **Submit Expenses** screen (Figure 1) (see [Access Submit Expenses](#)).



Figure 1 Submit Expenses screen. The Personally Owned Vehicle (POV) Mileage link is circled.

2. On the **Submit Expenses** screen (Figure 1), select **Personally Owned Vehicle (POV) Mileage**. The **Personally Owned Vehicle (POV) Mileage** screen displays (Figure 2).

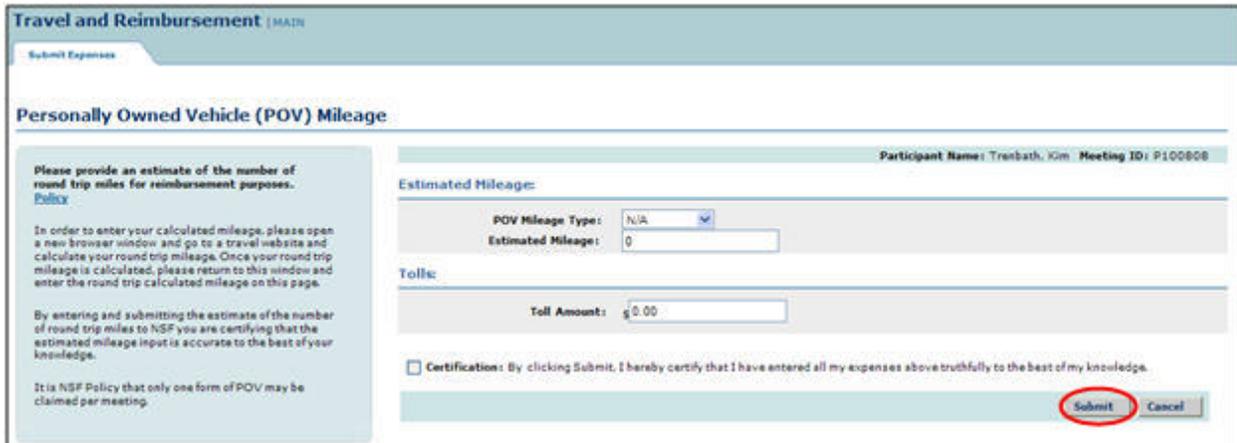


Figure 2 Personally Owned Vehicle (POV) Mileage screen. The Submit button is circled.

3. In the **Estimated Mileage** section (Figure 2), do the following:
 - In the **POV Mileage Type** drop-down list, choose the type of vehicle you used.
 - In the **Estimated Mileage** box, type the number of round-trip miles you traveled. (Calculate your miles with the help of a travel website.)
4. In the **Tolls** section, type the amount that you spent on tolls.
5. Select the Certification then **Submit** button (Figure 2). A screen displays (Figure 3) with the message that your expenses have been submitted.

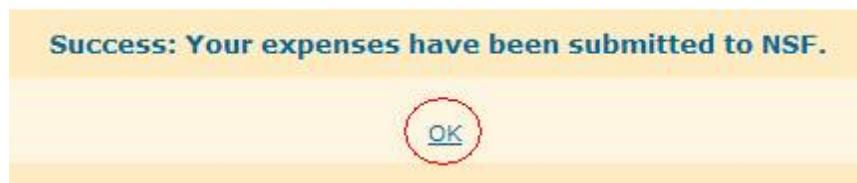


Figure 3 Screen with message that your expenses have been submitted to NSF for approval. The OK button is circled.

6. Select **OK** (Figure 3). The **Travel and Reimbursement Main** screen displays.

You can edit your expenses up to the point that NSF begins processing your submission.

Submit Additional POV Expenses

You can submit additional expenses only after NSF has completed processing of your initial POV expenses submission. See [NSF Policy on Expense Reimbursement](#) for details on what can be reimbursed.

1. Access the **Submit Expenses** screen (Figure 1) (see [Access Submit Expenses](#)).



Figure 1 Submit Expenses screen. The Personally Owned Vehicle (POV) Mileage link is circled.

2. On the **Submit Expenses** screen (Figure 1), select **Personally Owned Vehicle (POV) Mileage**. The **Personally Owned Vehicle (POV) Mileage** screen displays (Figure 2).

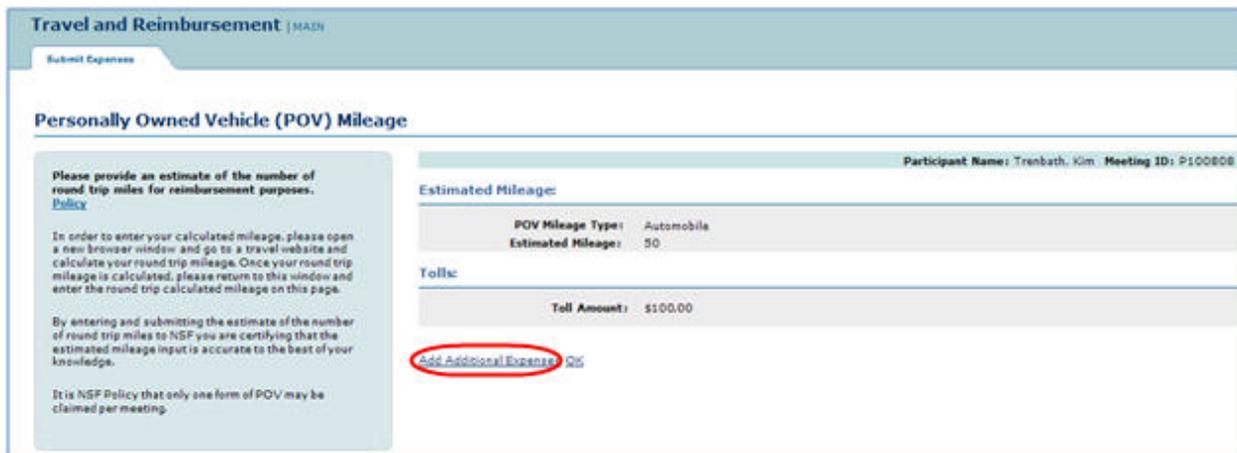


Figure 2 Personally Owned Vehicle (POV) Mileage screen. The Additional Expenses link is circled.

3. Click **Additional Expenses** (Figure 2). The **Additional Expenses for Personally Owned Vehicle (POV) Mileage** screen displays (Figure 3).

Travel and Reimbursement | MAIN

Submit Expenses

Personally Owned Vehicle (POV) Mileage

Participant Name: Trebath, Kim Meeting ID: P100808

Estimated Mileage:

POV Mileage Type: Automobile
Estimated Mileage: 50
New Amendment's Estimated Mileage:

Tolls:

Toll Amount: \$100.00
New Amendment's Toll Amount:

Submit Cancel

Please provide an estimate of the number of round trip miles for reimbursement purposes.
[Policy](#)

In order to enter your calculated mileage, please open a new browser window and go to a travel website and calculate your round trip mileage. Once your round trip mileage is calculated, please return to this window and enter the round trip calculated mileage on this page.

By entering and submitting the estimate of the number of round trip miles to NSF you are certifying that the estimated mileage input is accurate to the best of your knowledge.

It is NSF Policy that only one form of POV may be claimed per meeting.

Figure 3 Additional Expenses screen for Personally Owned Vehicle (POV) Mileage.

4. In the **New Amendment's POV Mileage** box (Figure 3), type the additional amount of POV mileage.
5. In the **New Amendment's Toll Amount** box (Figure 3), type the additional amount of toll expenses.
6. Select the **Submit** button (Figure 3). A screen displays (Figure 4) with the message that your additional POV expense amount has been submitted to NSF for approval.

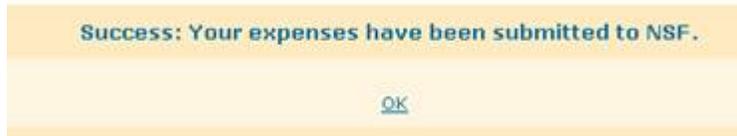


Figure 4 Screen with the message that your expenses have been submitted to NSF for approval.

7. Select **OK** (Figure 4). The **Travel and Reimbursement Main** screen displays.

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