

FEDERAL RESERVE BANK OF CHICAGO

We are pleased to confirm your participation in the conference entitled “Essays on the Economics of Education, Training, & Labor Markets” hosted by the Federal Reserve Bank of Chicago and Industrial Relations Section (Princeton University) on April 17-18, 2015 to recognize the work of Robert LaLonde.

Please read this official letter regarding travel arrangements and reimbursement policies. Only expenses outlined in this letter are eligible for reimbursement or payment. If you received any differing information regarding reimbursements or compensation, please contact me to resolve any discrepancies before your visit. Otherwise, we will consider that information null and void.

In order to reimburse travel expenses, I ask that you please notify me (and seek approval when identified below) of travel arrangements as soon as possible and then provide receipts for reimbursement no later than 10 days after your trip along with the enclosed expense reimbursement form.

If you are a foreign visitor, you are responsible for complying with the terms of your visa (if required for entry) and any associated payment restrictions. Reimbursements will be issued in United States dollars (\$) via a mailed check or an automatic deposit into a United States banking institution account. Please let me know before your travel if this creates any issues for you.

If you do not require reimbursement or are receiving full/partial reimbursement from another institution, please also notify me before your visit.

Reimbursement Policies and Procedures

1. Airfare

The Bank will reimburse for standard coach airfare for your international flights. The itinerary should include only the two segments to/from Chicago and your city of origin. Additionally, the dates need to directly coincide with your visit at the Bank.

If you wish to incorporate additional destinations or an extended stay in Chicago, the Bank will reimburse you for (as determined by the Bank) the lesser of the segment between 1) Chicago and your city of origin on the appropriate dates and 2) Chicago and your desired itinerary. Please contact us for a cost comparison before booking desired destinations or dates. The itinerary and total amount needs to reflect only the two allowable segments, and all other segments to other destinations need to be on a separate receipt and will not be reimbursed.

Please book your flight at least two weeks before traveling in order to secure the best fare. If you are unable to meet this requirement for any reason, please let me know as soon as possible.

2. Hotel

Pursuant of request, I will make you a reservation at the Burnham Hotel, One West Washington Street, Chicago. Your room and tax for two hotel nights will be direct billed to the Federal Reserve Bank of Chicago. If you require additional nights, I'll advise the hotel that you will pay for those on your own.

You will need to provide a credit card upon check-in for incidental charges and/or additional nights.

Should you need to cancel your hotel reservation, please contact the hotel directly by calling (312-782-1111). You are responsible for any cancellation or no-show fees related to your reservation.

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3. Public Transportation and Rental Cars

We reimburse for taxis, shuttles and public transportation to/from your home or place of business and the airport and to/from the Chicago airport and your hotel/the Bank. Reasonable costs for taxis should not exceed \$50.00 each way. Public transportation prices should match advertised rates. We do not reimburse for limo services. Rental cars are only permitted for reimbursement if the total expense (including gas) is lower than the cost of public transportation.

4. Personal Vehicles and Trains

If you choose to drive your personal vehicle in lieu of traveling by plane, we will reimburse you the current Internal Revenue Service mileage rate plus tolls and reasonable parking expenses, up to and not exceeding the cost of the pre-determined economy class airfare. Please contact me for comparable airfare before your trip to ensure eligibility for personal vehicle expense reimbursement.

If you choose to travel by train in lieu of traveling by plane, we will reimburse you up to and not exceeding the cost of the pre-determined economy class airfare. Please contact me for comparable airfare before your trip to ensure eligibility for train ticket reimbursement.

5. Meals

Meals not provided by the Bank or at a conference will be reimbursed at our per diem rate for Chicago of \$71.00 total per day. Of this per diem meal rate, you will be reimbursed 20% for breakfasts, 20% for lunches, and 60% for dinners. We reimburse 75% of the per diem rate for meals on travel days or one-day trips over 12 hours. We do not reimburse per diem amounts for one-day trips with total travel time less than 12 hours.

Please complete the attached profile form and return to me via e-mail or fax. After you've completed your trip, please e-mail me a scanned copy of your receipts and expense reimbursement form, or send via mail to my attention at the address below.

Please let me know if you have any questions regarding reimbursement policies and procedures.

Sincerely,

Sandy Schneider
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OF CHICAGO

Expense Reimbursement Form

General Information	
Today's date	
Name	
Company / University / Affiliation	
Address	
Address	
City, State, Zip, Country	

Visit Information	
Dates of visit	
Purpose of visit	

Expense Information						
Date:						
Air or Rail						
Lodging						
Parking						
Ground Transportation						
Other						
Mileage Reimbursement	* Please include your start and end addresses so that we can calculate the mileage of your trip.					
Meals	* Meals will be reimbursed at our per diem rate. You do not need to provide any receipts.					
Total						