



NORTHERN ILLINOIS UNIVERSITY

Office of Research Development

July 18, 2024

NAME

EMPLOYER

ADDRESS

CITY, STATE, ZIP

EMAIL ADDRESS

Dear INTEGRaL attendee,

On behalf of the planning team, I welcome you as an attendee to the Innovation Network to Enhance and Grow Research (INTEGRaL) conference!

The INTEGRaL conference aims to convene individuals engaged in the research enterprise to discuss how to support research and sponsored funding more effectively. INTEGRaL is an initiative of the Illinois Innovation Network and is funded by the National Science Foundation (grant award 2324594). The conference will be held July 29-30, 2024, at Illinois State University's Bone Center. The conference hotel is the Bloomington – Normal Marriott Hotel.

This letter of invitation explains the process for reimbursement of travel expenses to in-person attendees. Please review it carefully and follow the instructions provided to submit a reimbursement request.

The grant will reimburse the following costs:

- Transportation to and from the conference hotel or the Bone Center: either mileage at the state of Illinois reimbursement rate (currently \$0.67/mile) or reasonable cost coach class train fare
- Lodging at the conference hotel on Monday night for all attendees
- Lodging at the conference hotel on Sunday night for attendees commuting two or more hours to the conference location

Lodging at alternate venues/locations is not eligible for reimbursement. Contact Kellie Dyslin (kdyslin@niu.edu) if you need assistance securing lodging at the conference hotel.

- Per diem for meals not provided as part of the conference agenda including two dinners at \$26 each and one breakfast at \$13; maximum total of \$65

Attendees will pay travel expenses and be reimbursed following the conference. Reimbursement will only be made to the individuals attending the conference and cannot be made to attendees' employers.

Please follow the below steps to submit a travel reimbursement request to NIU following your attendance at the INTEGRaL conference. *(The below instructions are for non-NIU attendees only. NIU employees should follow usual university travel reimbursement procedures.)*

Complete your name, mailing address (the address to which you want a reimbursement check sent), employer name, and email address at the top of this letter. Submit the letter along with the following receipts and documentation via email to Dawn Crawford (dcrawford@niu.edu):

- Receipts and documents showing the cost of transportation to the conference location:
 - Mileage reimbursement: Submit a map showing the mileage for the shortest route from your origin point (home or work address) to the conference location. Only the shortest route will be reimbursed.
 - Train fare reimbursement: Submit receipt(s) for train fare showing (1) the cost of the ticket and (2) that the fare was paid. Only reasonable coach class or equivalent fares will be reimbursed.
- Paid receipt for lodging at the conference hotel. If seeking reimbursement for Sunday night, your transportation documentation should show that your commute to the conference location was two or more hours long each way.
- Meal reimbursement: Provide the dates and types of meals for which you seek reimbursement. The grant will reimburse up to two dinners (\$26 each) and one breakfast (\$13) based on your travel arrangements and the below specifications:
 - Lunch on Monday, breakfast on Tuesday, and lunch on Tuesday are provided as part of the conference and will not be reimbursed.
 - For all attendees:
 - Sunday dinner will only be reimbursed for individuals staying at the conference hotel Sunday night.
 - Monday breakfast will only be reimbursed for individuals staying at the conference hotel Sunday night or traveling more than two hours to the conference location.
 - Special requirements for state of Illinois employees:
 - Meal reimbursement requires an overnight stay at the conference location or being in travel status for 18 hours and working a minimum of 10 hours.
 - Breakfast is reimbursable when travel requires leaving two hours prior to the normal work start time.
 - Dinner is reimbursable when travel requires returning more than two hours after the normal workday ends.
- Any explanation of your reimbursement request you feel is warranted.

I am happy to answer any questions you may have about reimbursement. The conference [website](#) also provides "Know before you go" and other helpful information. On behalf of the INTEGRaL planning team, we look forward to seeing you on July 29th and 30th!

Kind regards,

A handwritten signature in blue ink, appearing to read "Kellie Dyslin". The signature is fluid and cursive, with the first name "Kellie" and last name "Dyslin" clearly distinguishable.

Kellie Dyslin
Director of Research Development
PI, INTEGRaL