Hello Faculty Attendee,

We are happy to hear that you will be participating in the upcoming GEM3 Lab Module Design Workshop! Faculty participants will be reimbursed by the Idaho EPSCoR after event as detailed below so please note the following information to help you in making your travel arrangements.

**BEFORE YOU GO:** Before the ICUR events, please refer to the applicable Travel Check List for travel guidelines:

     Non-UI Employee Travel Checklist: [EPSCoRNon-UITravelCheckList.pdf](https://classic.regonline.com/custImages/360000/364160/EPSCoRNon-UITravelCheckList.pdf)  
     UI Employee Travel Checklist:  [EPSCoRUIEmployeeTravelCheckList.pdf](https://classic.regonline.com/custImages/360000/364160/EPSCoRUIEmployeeTravelCheckList.pdf)  
  
**HOTEL:** Please proceed by making your necessary travel arrangements and keep in mind that the state rate for lodging is $94.00 and Idaho EPSCoR is only able to reimburse amounts close to this rate (we can go a little higher but not too much).

Please note: There is some ICUR-reserved housing available at a reduced rate of $35/night and you are able to utilize this rate for Sunday evening, however, after Sunday this housing option would only be available to those attending the ICUR conference on 30th & 31st. Please see details below:

Sunday, July 28th: If you are attending the GEM3 Lab Module Design Workshop and staying Sunday night, BSU has housing available on campus. You can pay them and then get reimbursed from EPSCoR.  Twylla Lane-Hall ([twyllalanehall@boisestate.edu](mailto:twyllalanehall@boisestate.edu)) can provide additional information.

Monday, July 29th: If you are attending the GEM3 Lab Module Design Workshop only and staying Monday night you will need to reserve a hotel room (since BSU housing is reserved for ICUR conference participants).

Tuesday-Wednesday (30th & 31st): If you are staying for the ICUR conference (30th & 31st) and would need lodging for Monday night and Tuesday night, you need to complete the ICUR Housing Request.

<https://docs.google.com/forms/d/1LjpTkBEzY1085f19wkLSujjDsJfaJtpqZRCM7-1eNJc/edit>

\*\*We encourage faculty to utilize the available ICUR housing, however, Idaho EPSCoR is able to support hotel for a limited number of eligible faculty on these dates. Please contact Sarah Penney ([sarahp@uidaho.edu](mailto:sarahp@uidaho.edu)) for details.

**MILEAGE:** Mileage will be paid for faculty traveling to/from the ICUR & GEM3 events and participants will be reimbursed after the events. Please use the link below to complete reimbursement form.

**PER DIEM:** \*\*Per Diem is only available for the GEM3 Lab Module Design workshop participants. Please use reimbursement link below to claim per diem costs.

**REIMBURSEMENT FORM:**For reimbursement through Idaho EPSCoR Office after your return from your trip, submit your receipt(s) along with a travel claim form. The travel claim form may be accessed at:

<https://www.idahoepscor.org/financial-forms>. For your institution, please select *none of these* even if you are from ISU.

If you have never been reimbursed from the University of Idaho before then also please be sure to submit a W9 form (only needed for your initial reimbursement) with your travel claim. [W9.pdf](https://classic.regonline.com/custImages/360000/364160/W9.pdf)

**QUESTIONS:** If you have questions about the reimbursement process, please contact Tami Noble, EPSCoR Finance Director, at [tnoble@uidaho.edu](mailto:tnoble@uidaho.edu).