



GREEN BANK TRAVEL RULES

You will be reimbursed for travel to/from the *2023 Blumberg Astrobiology Workshop: Oxygen in Planetary Biospheres*. **Please fill out and return the (1) GBO/NRAO Travel Authorization Form and (2) Travel Survey sent in your welcome email as soon as possible, and no later than April 13.** This will allow us to begin planning for your stay. You should feel free to submit travel updates at a later time.

If you are precluded from booking your own travel for reimbursement (e.g. NASA employees) or if booking your own travel would cause financial hardship, please contact us soon to book your accommodations.

We have the following requirements for booking your travel:

Must Use a US Flag Air Carrier or an airline that “codeshares” with a US carrier. This is governed by the Fly America Act. (More detailed information on next page.)

We allow basic standard economy airfare that allows for seat selection in the economy/main cabin.

You are permitted to book a flight that arrives at a nearby airport several days in advance of the conference and/or departs several days after the conference ends for vacation or other joint travel.

Travel should be booked at least three weeks prior to arrival in Green Bank (April 13).

We will also reimburse you for a rental car, airport bus, GBO shuttle, or use of a personal car at standard mileage rates (up to the price of an airplane ticket between your home airport and a regional Green Bank airport).

For additional travel questions, please contact Kelsey Brooks at kbrooks@nrao.edu or +1-304-456-2231. You can also email the local organizing team at GBOastrobiology@nrao.edu with any travel or logistical questions.

Clear skies,
Kelsey Brooks, Will Armentrout, & Jay Lockman
On Behalf of the Local Organizing Committee

GBO/NRAO Air Travel (Excerpt from Policy Manual)

Travelers should purchase the basic standard economy airfare that allows for seat selection in the economy/main cabin, except as outlined below. Travelers may upgrade the level of service at personal expense or using their personal airline rewards points, miles, or credits. Reasonable fees associated with priority boarding and economy class upgrades (e.g. Economy Plus, exit row, aisle seat, etc.) may be reimbursable in some circumstances, using budgeted funds from an unallowable account.

Airfare costs in excess of the basic standard economy airfare that allows for seat selection in the economy/main cabin that is an US Flag Carrier are unallowable except when such accommodations would:

- Require circuitous routing;
- Require travel during unreasonable hours;
- Excessively prolong travel;
- Result in additional costs that would offset the transportation savings; or
- Offer accommodations not reasonably adequate for the traveler's medical needs.

Use of U.S. Flag Air Carriers

In accordance with the Fly America Act (49 USC 40118), any air transportation to, from, between, or within a country other than the U.S. of persons or property, the expense of which will be assisted by NSF funding, must be performed by or under a code-sharing arrangement with a U.S.-flag air carrier if service provided by such a carrier is available. Tickets or documentation for electronic tickets must identify the U.S. flag air carrier's designator code and flight number.

For the purposes of this requirement, U.S.-flag air carrier service is considered available even though:

- comparable or a different kind of service can be provided at less cost by a foreign flag air carrier;
- foreign-flag air carrier service is preferred by, or is more convenient for, NSF or traveler; or
- service by a foreign-flag air carrier can be paid for in excess foreign currency.

The following rules apply unless their application would result in the first or last leg of travel from or to the U.S. being performed by a foreign-flag air carrier:

- U.S.-flag air carrier shall be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route.
- (b) if a U.S.-flag air carrier does not serve an origin or interchange point, a foreignflag air carrier shall be used only to the nearest interchange point on a usually traveled route to connect with a U.S. flag air carrier.