DATE

To: hosts of visitors being funded by the ADVANCE-Nebraska Program

From: M.A. Holmes, ADVANCE-Nebraska Director

Re: Funding for Travel for Recruitment Visits / Dual Career Partner Program, Showcase Visits

Congratulations on having ADVANCE-Nebraska pay travel expenses for your visitor. Please be advised that we can **only reimburse the visitor directly** for travel expenses incurred during his/her visit.

We will buy the airline ticket for the visitor using our cost object.

We will pay for lodging in Lincoln using our cost object.

We will pay for meals **for the visitor only** by **reimbursing the visitor directly**. S/he should pay for these meals, save receipts, fill out a travel reimbursement form, and have the individual or sponsoring department submit all original receipts over $5.00 to the ADVANCE-Nebraska office.

Please feel free to contact the ADVANCE-Nebraska office with any questions.

Thank you for your support of the ADVANCE program and your cooperation.