

## Offshore Wind IGERT Guidelines for Travel Reimbursement

All IGERT Fellows and Associates who wish to be reimbursed for travel expenses should complete the Travel Expense Submission Form (on the IGERT website “Forms” page under “Resources”: <https://windenergyigert.umass.edu/resources/forms>). You will need to complete the following sections:

### **General Information:**

NAME

MAILING ADDRESS

VENDOR NO. (Student ID#)

DESTINATION

PURPOSE OF TRIP

TRIP DEPART/RETURN: DATE & TIME

### **Post-Trip:**

ITEMIZED EXPENSES: DATE & DESCRIPTION

Plus dollar amounts in all relevant columns. For per diem rates, remember to subtract for meals provided by the conference or organization (see travel manual for rates on the IGERT website “Forms” page under “Resources”: <https://windenergyigert.umass.edu/resources/forms>)

If you are claiming mileage, please attach Google Maps printout showing distance traveled. For other expenses (e.g., gas, tolls, conference fees, housing), please submit original receipts.

Please send completed form to: [lally@ecs.umass.edu](mailto:lally@ecs.umass.edu)

**For IGERT students who are not currently UMass employees** (e.g., TA or RA), you must also sign a UMass Invoice form (on the IGERT website “Forms” page:

<https://windenergyigert.umass.edu/resources/forms>)

You only need to complete “Name and Address of Vendor” and sign where it says “Vendor's Certification”. However, only an original signature is accepted, so you must either mail it in or leave it in Jody Lally's office (Gunness 9D) or mailbox (E-Lab219).

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