

**Subject:** Travel for Safe Genes kickoff meeting

**From:** John Godwin <godwin@ncsu.edu>

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**To:** Paul Thomas <paul.thomas@adelaide.edu.au>, "Owain Edwards (owain.edwards@csiro.au)" <owain.edwards@csiro.au>, Alun Lloyd <alun\_lloyd@ncsu.edu>, David Threadgill <dwthreadgill@tamu.edu>, Jason Delborne <jadelbor@ncsu.edu>

**CC:** Royden Saah <royden.saah@islandconservation.org>, Margaret Huffman <mmhuffm2@ncsu.edu>, Lara Mekeel <lwmekeel@ncsu.edu>

Hi All,

Time is getting a little tight for travel arrangements to the Safe Genes kickoff meeting in San Diego, so we went ahead and set up a pre-award account here at NCSU. Just as a reminder, when the funds for attending the kick off meeting were added to overall DARPA budget late in the process, we had them added to the NCSU travel budget (*rather than going back and modifying all the subcontractor budgets and slowing things down - this was just for the kickoff meeting and not other travel we had included in the budget previously*).

As we won't likely have a completed contract in time for booking this travel, I got authorization to pay for this travel on the pre-award account. For NCSU folks, this will mean putting in a travel authorization with the account being 571677. For the non-NCSU folks, it is easiest if we can reimburse you for airfare and other expenses (please keep your receipts!).

Our departmental contact for this: Margaret Huffman (copied on this email), [mmhuffm2@ncsu.edu](mailto:mmhuffm2@ncsu.edu), [919-515-5705](tel:919-515-5705)

Hotel: We should be able to book and pay for rooms through our purchasing card with Margaret Huffman in our department handling that with our purchasing card. The purchasing card will cover your room and tax only.

Airfare: Please send your preferred itinerary to Margaret Huffman. We can book your flight for you and ensure the flight complies with Fly America requirements.

Meals & Incidentals: We have this covered for \$276/person for this meeting.

Other (transportation/baggage fees): We have this covered for \$100 for this meeting

I've attached the spreadsheet provided to the DARPA folks for covering this that lists the costs I included from the various points-of-origin. I think we'll have a little more than needed for the hotel there based on the group rate, so a little cushion if needed on airfares.

Thanks, John

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John Godwin

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—Attachments:—

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Safe Genes kickoff meeting costs (subs and other NCSU personnel).xlsx

36.2 KB