



Grassroots network of limnologists, ecologists, information technology experts, and engineers who have a common goal of building a scalable, persistent network of lake ecology observatories

GLEON 10 FAQ

1. **Q. I am arriving in Porto Alegre before Sunday May 9. What do I do about lodging?**
A. Hotel rooms have been reserved for all GLEON 10 participants - who completed the Request to Participate Form - at the Guarita Park Hotel in Torres for the nights of May 9 through May 14 only. You will need to reserve your own room for any other nights. If you stay in Porto Alegre the night of May 8, you may ride a GLEON shuttle bus to Porto Alegre on Sunday. If you prefer to get to Torres prior to May 9, you may take a public bus. The public bus schedule is posted to the GLEON 10 web site.
2. **Q. What are the maximum per diem rates in Brazil for reimbursement?**
A. Dinner in Torres \$28 USD (currently about 49 BRL)
Lodging in Torres \$119 USD (about 210 BRL)
Lodging in Porto Alegre \$103 USD (about 182 BRL)
3. **Q. GLEON is reimbursing me for my expenses. How do I arrange that?**
A. Please see the GLEON 10 website for instructions on seeking travel reimbursement.
4. **Q. What type of visa do I apply for?**
A. Since you will not be receiving an honorarium for participating in GLEON 10, you should apply for a tourist visa.
5. **Q. Can the university wire the travel reimbursement to my bank account?**
A. Yes, but only in certain cases. If it is prohibitively expensive for you to cash a paper check AND the amount of the reimbursement is enough to make the wire transfer cost-effective (typically over \$500 USD), we will transfer the funds to your account. Complete the wire transfer form and submit it with your reimbursement request. The wire transfer form and instructions can be found on the GLEON 10 website.
6. **Q: My airfare includes one of the following: personal travel, other destinations, first class travel. What do I need to do to seek reimbursement?**
A: You need to supply documentation of what the roundtrip would have been for the dates of the meeting. The University can only pay for the roundtrip dates of the meeting and needs to have this documentation in order to make reimbursement. Along with this documentation you will also need to provide a paid receipt of the actual flight you booked and a full itinerary which includes dates and times of departures and arrivals. The receipt must show that it was paid. The additional cost for premium class (first class or business class) travel is not reimbursable. You will need to provide documentation of what the airfare would have been for economy class and you will be reimbursed for this amount.

Contacts: <http://GLEON.org>; Tim Kratz (Chair), University of Wisconsin (tkkratz@wisc.edu); Marilyn Larsen (Program Coordinator), University of Wisconsin (mlarsen2@wisc.edu)