



ROCKEFELLER ARCHIVE CENTER

RESEARCH STIPEND REIMBURSEMENT POLICY

The Rockefeller Archive Center's (RAC) competitive research stipend program provides awards of up to \$5,000 for reimbursement of receipted expenses for travel and accommodation in conjunction with a research visit to the RAC. An independent committee will review each application based on the applicant's research topic and the availability of relevant material in the RAC's collections. Award amounts will vary depending on the committee's decision. Awards are made to individuals. Institutions are not eligible to apply.

Application to the research stipend program is open to U.S. citizens, resident aliens, and citizens of foreign countries. U.S. Government requirements, which apply to resident aliens and non-U.S. citizens, are described later in this document.

Reimbursement for research-related expenses will be authorized upon presentation of receipts after the completion of the research visit. *The RAC will not be able to reimburse expenses without receipts.*

For reimbursement, fill out both pages of the reimbursement form (see pages 3 and 4), and send them as email attachments, along with scanned copies of all receipts, to nhochman@rockarch.org. You may also mail paper copies of both pages of this form, along with receipts to: Norine Hochman, Rockefeller Archive Center, 15 Dayton Avenue, Sleepy Hollow, NY 10591.

The following research-related expenses – long distance travel to and from the RAC, local transportation to and from the RAC, and temporary lodging – are reimbursable, with receipts:

- **LONG-DISTANCE TRAVEL**

Long-distance travel constitutes travel over 75 miles, each way, from your residence to the RAC. Reimbursable types of long-distance travel are Economy Class round-trip air, train, bus travel, or rental of a compact or mid-size automobile (gasoline and tolls are reimbursable with car rentals). The RAC cannot reimburse First Class or Business Class travel. Round-trip airport transfers between your home and your local airport and a NY-area airport and your NY-area accommodations are reimbursable.

Mileage for the use of your personal car for the round-trip long-distance journey of more than 75 miles each way between your home and the RAC will be reimbursed for one consecutive research visit. Gasoline receipts are not necessary in cases of personal auto use. Auto mileage reimbursement rates will be computed by the RAC using the U.S. Internal Revenue Service mileage allowance current at the time of your visit. Distances will be computed by the RAC using an Internet mapping service. Tolls are reimbursable with receipts (EZ Pass statements are acceptable.)



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- **LOCAL TRANSPORTATION**

Local transportation constitutes travel under 75 miles, each way, between your hotel or residence and includes local bus and train service, taxi service between the Metro-North Tarrytown train station and the RAC, or taxi service between a local Westchester County hotel and the RAC or rental of a compact or mid-sized automobile. Gasoline and tolls are reimbursable with car rentals, with receipts or EZ Pass statement.

Mileage for the use of your personal car for the round trip-journey between your residence or hotel and the RAC will be reimbursed for each day that you do research at the RAC. Gasoline receipts are not necessary in cases of personal auto use. Auto mileage rates will be computed by the RAC using the U.S. Internal Revenue Service mileage allowance current at the time of your visit. Distances will be computed by the RAC using an Internet mapping service. Tolls are reimbursable, with receipts or EZ Pass statement.

- **TEMPORARY LODGING**

Temporary lodging expenses for the actual days that you conduct research at the RAC, plus one (1) travel day at the beginning and one (1) travel day at the end of your trip are reimbursable with receipts. If your research visit to the RAC necessitates that you extend your research into an additional consecutive week, or weeks, an additional allowance for the weekends in between will be reimbursable. Information about lodging can be found in the RAC's "Information for Researchers" <http://www.rockarch.org/research/inforesearch.php>. Accommodation, including taxes, should not exceed a receipted amount of \$250 per night.

TERMS APPLICABLE TO NON-U.S. CITIZENS

The U.S. Internal Revenue Service and the Department of Immigration require stipend recipients who are resident aliens and non-U.S. citizens to comply with certain conditions before the Rockefeller Archive Center can reimburse them for their research expenses. At the start of the research visit non-U.S. citizens must present certain documents which will be copied for the RAC's records.

RESIDENT ALIENS: Current Passport and a current Resident Alien Registration.

NON-U.S. CITIZEN VISITORS: Current Passport, a current I-94 entry card or waiver issued by the U.S. Department of Immigration upon entry into the United States, a current B-1 visa or waiver stamp, and a current and valid round-trip ticket showing an arrival and departure date.



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EXPENSE REIMBURSEMENT FORM

For reimbursement, fill out both pages of this form, and send them as email attachments, along with scanned copies of all receipts, to nhochman@rockarch.org. You may also mail paper copies of both pages of this form, along with receipts to: Norine Hochman, Rockefeller Archive Center, 15 Dayton Avenue, Sleepy Hollow, NY 10591.

The RAC will reimburse receipted expenses by the following methods:

- U.S. Dollar check to U.S. bank accounts
- U.S. Dollar wire transfer to non-U.S. bank accounts only

U.S. DOLLAR CHECK PAYMENT:

Name: [Click here to enter text.](#)

Mailing Address: [Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

Email Address: [Click here to enter text.](#)

FOREIGN WIRE TRANSFER REQUEST:

Name, as it appears on your account: [Click here to enter text.](#)

Address, as it appears on your account: [Click here to enter text.](#)

Bank Name: [Click here to enter text.](#)

Account Number: [Click here to enter text.](#)

Branch Address: [Click here to enter text.](#)

[Click here to enter text.](#)

Bank Routing Number: [Click here to enter text.](#)

Bank IBAN Code: [Click here to enter text.](#)

Bank Swift Code: [Click here to enter text.](#)

Bank Sort Code (UK only): [Click here to enter text.](#)

