CICS
Cooperative Institute for Climate Science

Handbook

Cooperative Institute for Climate Science (CICS)
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The Cooperative Institute for Climate Science (CICS) is a NOAA Cooperative Institute sponsored by NOAA’s Office of Oceanic and Atmospheric Research (OAR) at Princeton University. The current director is Professor Jorge L. Sarmiento, with Professor Geoffrey Vallis as the Associate Director. CICS was established in 2003, but is based on a long-standing cooperative program between NOAA’s Geophysical Fluid Dynamics Laboratory (GFDL) and Princeton University that has been in place since 1967. CICS provides a framework at Princeton University for facilitating and coordinating collaborative research and education between GFDL and Princeton University, as well as building ties with other NOAA laboratories. The primary activity of CICS is joint research and education between GFDL and Princeton University.
**CICS Staff**

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Organization of CICS

Princeton Environmental Institute (PEI)
Stephen W. Pacala, Director

Center for Biocomplexity (CBC)

Energy Group

Center for Environmental BioInorganic Chemistry (CEBIC)

Princeton Climate Center (PCC)
Jorge L. Sarmiento, Director
Research Portion of CICS to be managed within PCC
Task III

Cooperative Institute for Climate Science Structure

CICS Executive Committee

Cooperative Institute for Climate Science (CICS)
Jorge L. Sarmiento, Director
Geoffrey K. Vallis, Assoc. Director

CICS External Advisory Board

Task I: Administrative Activities
managed by Jorge L. Sarmiento

Task II: Cooperative Research Projects and Education
managed by Geoffrey K. Vallis

Task III: Individual Research Projects
managed by Jorge L. Sarmiento
CICS RESEARCH THEMES

The Cooperative Institute for Climate Science (CICS) plays a central role in fulfilling the demand for basic and applied research on climate variability and change, environmental impacts, mitigation options and response strategies, as well as training future scientists in these areas and disseminating research results to policy makers, public school teachers, business leaders, and the general public. The strength that the Cooperative Institute brings to bear on these problems is the combination of a world-class applied research program on climate variability and change at the Geophysical Fluid Dynamics Laboratory (GFDL) partnered with a comprehensive multidisciplinary venue for education and research on climate, technology, and societal interactions found at Princeton University in the Atmospheric and Oceanic Sciences Program (AOS) and in the Princeton Environmental Institute (PEI). The core of the education program is provided by the AOS Program, which was established in 1967 and has trained many of the leading climate scientists in the world.

CICS research is divided among three integrated themes. Ongoing research is represented by the Earth System Modeling and Analysis, Data Assimilation and Earth System Modeling Applications. Climate policy research is integrated into all of these themes.

Earth System Modeling and Analysis. The development and improvement of Earth system models; that is, models that simulate and aid the understanding of the present climate and Earth system, and that can be used to predict changes in the state of the climate and Earth system. An Earth system model includes components representing the dynamics of the atmosphere, the oceans, the cryosphere, the land - its hydrology, and the physical, chemical and biological systems within and affecting these components.

Data Assimilation. The development of capabilities to assimilate both physical and biogeochemical observations to produce an estimate of the current environmental state for use in Earth system modeling and the prediction of the future state of the climate.

Earth System Model Applications. The use of Earth system models to study the processes associated with long term climate change and variability, and to make predictions of the future state of the Earth system.

A key aspect of all three CICS research themes is the synergistic effect of each on the others. This leveraging effect across themes enhances the prospect that this research will prove of critical importance to the community of scientists and decisions makers concerned with impacts between Earth systems and human systems.

For more information on CICS themes, please visit the CICS web site at: http://web.princeton.edu/sites/cics/.
Submitting Proposals to CICS Executive Committee

Once per year, CICS solicits proposals from associated Princeton researchers as well as external collaborators. The typical size of an award is $50,000 - $100,000. Proposals are evaluated on the following criteria:

1) Contribution of research to NOAA’s and specifically GFDL’s mission
2) Likelihood that the research will result in publication of scientific results in refereed journals, and;
3) Likelihood that post-docs and graduate students supported by this research will be successful in obtaining research, faculty, public policy or other positions in this field upon completion of their stay at Princeton University.

All submitted proposals will be reviewed, evaluated and prioritized for funding by the CICS Executive Committee.

NOAA PUBLICATION GUIDELINES

The new NOAA publication guidelines specify that you include the following on publications supported by the grant:

“This report was prepared by [your name] under award NA08OAR4320752 from the National Oceanic and Atmospheric Administration, U.S. Department of Commerce. The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of the National Oceanic and Atmospheric Administration, or the U.S. Department of Commerce.”
Appointments, Salary, Promotions, Termination, & Employment Eligibility

Professional (Master’s and PhD-level) staff hired to work on sponsored research projects are administered by the Office of the Dean of the Faculty (DoF) at Princeton University. University policy requires that all searches for new staff be approved by the DoF before posting. The approved text of the position announcement must be posted in an appropriate venue (e.g., professional society publication or website) for one month before an offer can be made. When a candidate has been identified, his/her CV and a suggested salary are submitted to the DoF for approval before an offer of employment can be made.

The performance and salary of every staff member are reviewed on an annual basis. For postdoctoral research associates, this review takes place on the associate’s anniversary date. For higher ranks, the review takes place every July 1st. Administrators submit performance evaluations (written by the immediate supervisor) and salary recommendations for approval by the DoF each spring for staff with ongoing appointments and several months before the scheduled termination date for staff with term appointments. Promotion recommendations may also be submitted for review at this time. Promotions and salary increases for the upper ranks of independent research staff are reviewed by the Princeton University Committee on Appointments and Advancements (C7) for the Professional Research and Technical Staffs.

Continued employment in professional research and technical staff positions is contingent on performance and the availability of funding. Except in the case of termination for cause (which is unusual and authorized only under extreme circumstances), the length of the notice period required for termination depends upon rank and length of service at the University.

Complete information regarding ranks and policies for the professional staff may be found at: http://princeton.edu/dof/policies/publ/res_spec/rules_and_procedures_toc/

Federal Employment Eligibility Verification (I-9)

The Immigration Reform and Control Act of 1986 (IRCA) requires that all new employees, both regular and casual, establish their eligibility for employment in the United States. This federal law applies to U.S. citizens as well as to foreign nationals. An Employment Eligibility Verification (Form I-9) must be completed within three business days of the employee’s hire date, and supervisors are responsible for ensuring that this is done. Employees who do not provide the necessary documentation within three business days will not be paid. In any event, the University will not issue a paycheck until the verification has been completed.

Both U.S. CITIZENS and NON-U.S. CITIZENS will need to bring the appropriate original documents that establish proof of identity and authorization to work to the Office of Human Resources, New South, 1st floor. (Completion of I-9 and W4 Forms is required.)

In addition, the Office of Visa Services (OVS) provides immigration advising and administrative services to non-immigrant faculty and staff and to international graduate students. Office of Visa Services: http://web.princeton.edu/sites/Visa/whoweare.htm

For policy details, go to: Policy 2.0.4, Federal Employment Eligibility Verification, Form I-9 http://www.princeton.edu/hr/policies/employment/2.0/2.0.4/

ID Cards

To obtain your University ID card, visit the Tiger Card office at New South, A Floor. Office hours are Monday through Friday, 8:30 am to 4:30 pm.
Social Security Cards

All NON-U.S. Citizens must obtain a Social Security Card, upon their arrival.

Applying for a Social Security Number:

To apply for a Social Security number you must appear in person at a Social Security Administration Office. A copy of the application form is attached but you may be asked to complete a different version of the application available only at the Social Security office. Further general information about applying for a social security number may be found at the Social Security Administration website: http://www.socialsecurity.gov/ssnumber.

You must present the following items:

- Completed application form
- Your valid passport (if your passport was issued less than a year ago, you will also need to present documentation that is at least one year old that includes your name and date of birth)
- Your valid I-94 (small, white card stapled into your passport)
- If in J-1 visa status, your DS-2019
- If in H-1B visa status, the I-797 Notice of Action indicating the approval of your H-1B petition (paper with gray and orange wavy lines and the Statue of Liberty torch in the middle)

A letter confirming your offer of employment or authorization to work on campus incident to your visa status. You should present your appointment letter from the Office of the Dean of the Faculty. If you do not have it, request a copy through your department.

Please note: Ordinarily, dependents (J-2s and H-4s) will not be able to obtain Social Security numbers. If a J-2 obtains Employment Authorization from the United States Citizenship and Immigration service (USCIS) (see handout on J-2 Employment Authorization), he/she may apply for a Social Security number by showing the Employment Authorization Document (EAD) issued by the USCIS. For drivers license application purposes, J-2s and H-4s should request a letter from the Social Security Administration indicating they are not eligible for a social security number. For tax purposes, J-2s and H-4s may apply for an Individual Taxpayer Identification Number (ITIN) from the Internal Revenue Service (IRS). Information about ITINs is available on the IRS website: http://www.irs.gov.

The Social Security office is open Monday through Friday, 9 am to 4 pm. It is located at:

635 South Clinton Avenue  
in the Roebling Market  
Trenton, New Jersey 08611

Entrance to the office is on Elmer Street.

For details and directions, please the Office of Visa Services at: http://web.princeton.edu/sites/Visa/scholarssn.htm
Working Hours

The standard weekly work schedule for full-time monthly employees is a 40 hour work week consisting of 5 days of 8 hours each. Individual employee schedules may vary according to the position held and the requirements of the section or department. Supervisors are responsible for planning, assigning, and over-seeing work schedules. Questions or requests about scheduling should be discussed as soon as possible with the employee’s immediate supervisor.

Payroll

Paychecks are distributed on the last working day of each month, except for the months of June and December, when paychecks are distributed on or about the 20th. Checks can be picked up in Sayre Hall after 11:00 am. Alternatively, if you have arranged for your check to be deposited electronically into the checking or savings account of your choice (direct deposit), you will receive a Statement of Earnings, Taxes & Deductions (Advice Statement) showing the amounts deducted and the net amounts deposited. Your Advice Statement will be placed in your mailbox.

The payroll office is located on the 5th floor of New South. For additional information regarding other payroll matters, call (609) 258-3416 or email payroll@princeton.edu.

Loans for New Staff/Employees

Loans are available for new staff/employees through the University's Loans & Receivables Office. These loans are paid back to the University via payroll deductions over the next year. For further details, contact Laura Rossi at lrossi@princeton.edu or call (609) 258-6376.

Benefits

You will receive a Benefits Binder and information about the benefits enrollment process upon your arrival at Princeton. Princeton's comprehensive benefits program includes health and life insurance coverage, pension benefits, flexible spending accounts, income protection in the event of short and long-term disabilities, and benefits for employee education and children's tuition grants and loans.

Most benefits begin the 1st of the month coincident with or next following your date of hire. If you are hired the 1st day of the month most benefits begin that day. If you are hired anytime between the 2nd and the last day of the month, most benefits begin the 1st day of the following month, unless you are a J-1 visa holder, then benefits will begin on your hire date. (Your hire date is noted on your Personalized Benefits Enrollment form as “Event Date”.)

If you choose to enroll in a medical, dental or vision plan or are defaulted into a medical plan through Princeton University and also have coverage elsewhere, your coverage through the University is primary and therefore, you are required to submit all claims through the University plan first.
You may cover yourself only, yourself plus your spouse, and/or dependent children. Children may be covered until the end of the calendar year in which they attain age 26 as long as the child lives with you and you provide over one-half of the child’s support. You may enroll a same-sex domestic partner. Contact Human Resources for details.

- Think carefully about in which plans you wish to enroll and whom you want to cover. **Once enrolled, you may only have two opportunities to make changes to your benefits:**
  - during the Annual Benefits Open Enrollment Period (changes effective the following January 1) – you can enroll and/or terminate a plan or add or delete eligible dependents from a plan;
  - within 31 days of a Qualifying Status Change.

Please refer to your Benefits Handbook for specific information regarding your specific plan(s) or access the Princeton University Benefits Homepage at: [http://www.princeton.edu/hr/benefits/](http://www.princeton.edu/hr/benefits/)

**Vacation**

Vacation time that is accumulated during a fiscal year (July 1 through June 30) is normally taken in the next University fiscal year. However, with supervisory approval, employees may also take vacation time in the same fiscal year as it is accrued. Members of the Professional Research and Technical Staffs earn vacation at a rate of two work days for each month of service, resulting in 24 vacation days during each year of service.

Part-time staff members accrue vacation at a rate that is prorated according to their work schedules. Up to six days may be carried over from one year to the next, but no more 30 vacation days are permitted in any fiscal year (July 1 through June 30). Staff members who leave the service of the University and who have earned vacation which has not been taken will receive pay in lieu of vacation up to a maximum of 30 days. Individuals who leave without giving appropriate notice may forfeit this pay. It is strongly encouraged that all vacation be taken before leaving Princeton.

**Attendance Records**

Princeton University requires attendance records to be completed by all professional research and technical staff members. Attendance records need to be completed three times per year, once after each semester and once following the summer.

Attendance Records should be sent to Joanne Curcio at 207 Sayre Hall or emailed to her at jcurcio@princeton.edu during the following months:

- **February** (September 1st through January 31st)
- **July** (February 1st through June 30th)
- **September** (July 1st through August 30th)
Holidays

Official University holidays are announced prior to the beginning of the academic year. There are usually nine scheduled holidays and two additional days defined as optional holidays. Optional holidays must be taken in the fiscal year in which they are allocated and cannot be carried over into the following fiscal year.

http://www.princeton.edu/hr/working/schedules/holidays/

Sick Leave

The Princeton University Sick Leave, aka Sporadic Absence, policy provides employees with up to eight (8) paid sporadic absence days per fiscal year.

Employees may roll over any portion of their 8 unused sporadic absence days from one fiscal year to the next fiscal year, up to a combined maximum of 16 days per fiscal year.

Sporadic absence time may be taken by the employee for personal illness, injury or accident or for the care of a sick or injured immediate family member or resident member of the household. Sporadic absence time also may be used for medical appointments, which cannot be scheduled outside of work hours, for the employee or for a member of the immediate family.

Personal Days (compelling reasons)

Employees may take up to two personal days per fiscal year.

Weather Emergencies

On occasion, Princeton University will close due to inclement weather. You can check Princeton University’s home page for updates (http://www.princeton.edu) or call the weather emergency hotline at (609) 258-7669.
Family-Friendly Programs

Employee Child Care Assistance Program (ECCAP)

The Employee Child Care Assistance Program (ECCAP) provides assistance to eligible faculty and staff members to help meet the cost of child care for pre-kindergarten aged children. Eligibility rules and the amount of the awards are determined by the Princeton Child Care Assistance Committee and based on household income. The awards can be used to pay for a wide range of possible child care arrangements from in-home care to licensed day care centers.

Refer to: http://www.princeton.edu/hr/benefits/worklife/eccap/ for Program details.

Dependent Child Care Fund

The Office of Dean of the Faculty provides assistance to cover costs for dependent child care for students enrolled in Princeton graduate programs, postdoctoral research associates, and postdoctoral research fellows who are attending learned society meetings, academic conferences, workshops, and other professional development events. (Non-degree graduate students and visiting postdoctoral researchers are not eligible for this program.)

Awards from the Dependent Care Travel Fund may be used by recipients for dependent care at a conference, or at an alternative location (including at home), and may include those expenses incurred in transporting a caregiver. Eligible graduate students and postdoctoral researchers may submit more than one request (and receive more than one grant) within a given academic year, up to a net (post-tax) maximum of $500 in funding per academic year.

Requests should be submitted to the Office of the Dean of the Faculty (Room 301 Nassau Hall) at least 30 days prior to an event requiring depending child care, and must include the following:

- The name and home department of the graduate student or postdoctoral researcher
- Name, age, and home address of dependent receiving child care
- A description of the dependent’s relationship to the applicant
- A description of the conference or other event associated with this request, including date(s) and location, and of the graduate student or postdoctoral researcher’s role in the event (e.g. panel organizer, paper presenter)
- A detailed budget noting anticipated expenses associated with the request. This should include information about travel and accommodations for the dependent (and possibly the caregiver) if relevant to the budget, as well as a description of the planned care (the provider’s name, the provider’s relationship to the applicant, the location of the care, hourly cost, etc.)

Funding will be provided in the form of dependent care grants. Payments will be made as additional compensation through the regular payroll. Since this type of funding is considered taxable income by the IRS, grants will be grossed up by 50% to cover the additional tax liability. Questions may be addressed to Jennifer Widdis, jwiddis@princeton.edu, extension 8-3023.
Spouse/Domestic Partner Travel Grant Program

This program provides travel funds to assist first- and second-year postdoctoral research associates and postdoctoral research fellows whose spouses or domestic partners are full time graduate students or postdoctoral researchers at another university that is at least 150 miles distant from Princeton. (Visiting postdoctoral research associates are not eligible for this program.)

Awards from the Spouse/Domestic Partner Travel Grant Program for Postdoctoral Research Associates and Postdoctoral Research Fellows may be used by recipients for their own travel to visit their spouse/domestic partner or for travel by their spouse/domestic partner to visit them at Princeton.

Eligible postdoctoral researchers may submit more than one request (and receive more than one grant) within a given academic year, up to a net (post-tax) maximum of $1,500 in funding per academic year, with a maximum grant total of $3,000 over the first two years of postdoctoral training.

Interested postdoctoral research associates/fellows must be approved for eligibility prior to any request for reimbursement. Requests for reimbursement may be submitted anytime after eligibility has been approved up to 30 days after the end of the period of eligibility. Should any of the eligibility circumstances change, the grant recipient must notify the Office of the Dean of the Faculty as soon as possible.

Once eligibility is approved, the postdoctoral research associate/fellow is required to submit travel receipts for reimbursement. Receipts may be submitted as trips are taken during the eligibility period. Reimbursement will be provided in the form of travel grants. Payments will be made as additional compensation through the regular payroll. Since this type of funding is considered taxable income by the Internal Revenue Service, grants will be grossed up by 50% to cover the additional tax liability.

Applications forms to establish eligibility for a spouse/partner travel grant and the form to request reimbursement for travel once eligibility has been established may be found at http://www.princeton.edu/dof/oloicies/forms/misc_forms/.

Questions about the program and eligibility should be addressed to Gilda Paul (609) 258-2922 or gilda@princeton.edu. Questions about reimbursements should be addressed to the Associate Dean of the Faculty Sandra Johnson (609) 258-5230 or sandyj@princeton.edu and/or Jennifer Widdis (609) 258-3023 or jwiddis@princeton.edu.
Travel Expenses

PERMITTED TRAVEL EXPENSES

Some policies applicable to University travel are specific to that activity and are, therefore, reported as a separate category. See the detailed Travel Policies and Procedures by referring to:

http://web.princeton.edu/pusites/TreasurersOffice/PayrollPayablesTax/AccountsPayableTravel/Princetononly/travelpolicies.html

Airline Tickets: The University standard provides for coach class, utilizing the “lowest logical available fare.” Whenever possible, efforts should be made to book far enough in advance to secure the most advantageous fare. Frequent flyer miles, which are retained by the employee, may be used at the employee’s discretion to upgrade seating or service. If there are other special health or business reasons for traveling other than coach class, the request must be endorsed by the Department Chair or Office Head and prior approval must be obtained from either the Dean of the Faculty (9 Nassau Hall) or the Executive Vice President (320 Nassau Hall) depending on the employee’s staff status. When appropriate and with the approval of the Department Head, travel in advance of or subsequent to a business event may be authorized in order to take advantage of savings available because of airline ticket length-of-stay requirements so long as the total expenses of food and lodging for the individual are less than the amount of fare savings. Make sure you retain boarding passes for expense reimbursement.

Air Phone Usage: These should be incurred in exceptional circumstances only.

Auto Rental: Unless there are three or more employees traveling together, or the employee is transporting sizeable equipment, midsize or smaller cars should be used. Collision damage waiver or personal liability coverage offered by the rental company to cover deductible amounts are to be declined during domestic travel. Use of preferred providers (Hertz, Avis, and Enterprise) is anticipated when available because in our negotiated fee they automatically provide additional insurance coverage to the University. The rental fee, gasoline, parking, and tolls are all reimbursable. When renting vehicles in a foreign country the collision damage waiver or personal liability coverage option should be accepted (Refer to: http://web.princeton.edu/sites/TreasurersOffice/RiskManagement/insuranceguidelines.html#automobile).

Bus/Rail Fares: Standard or coach service is expected. Premium class rail service must be approved by the Dean of the Faculty or the Executive Vice President depending on the employee’s staff status.

Business Use of Personal Car: Reimbursement will be made at the IRS rate per mile for mileage in excess of the regular commuting distance (Section XII – Travel Policies and Procedures). However, towing, repair or insurance costs are not reimbursable.

Cancellation Fees: If tickets or reservations were made on the basis of lowest available cost, cancellation fees occasioned by a change in circumstances would be allowable.
Computer Connection Fees: These are allowable to the extent necessary to accomplish business purposes.

Conference Fees: These may be paid by the traveler and reimbursed by the institution if not charged directly to the University.

Excess Baggage Fees: These are allowable to the extent that they are required to transport University equipment or materials.

Fax Expenses: These would normally be limited to business purposes.

Laundry and Dry Cleaning: These services may be utilized for a trip in excess of 3 days when necessary to reuse business clothes during the trip.

Lodging: Selection of a luxury hotel should be avoided. Reasonableness and prudence should be important considerations when accommodations are made. Reimbursement will be based on the hotel’s standard, single room rate. Gifts to hosts in lieu of lodging expense are allowable if consistent with standard lodging cost.

Meals: Reimbursement will be made for actual and reasonable expenses for meals and tips for which receipts are submitted. Travelers may choose the alternative of a flat per diem rate of $36, or $46 for high cost localities, for which receipts are not required. By IRS regulations, this per diem rate includes all incidental expenses, including tips and transportation to meals. In certain high cost areas and overseas, the IRS provides reimbursement at higher rates which are permitted expenses. These can be accessed on the Travel Section web site. Per diem amounts must be prorated for travel less than a full day or when meals are provided by a conference or host.

Overnight Deliveries/Postage, Freight, Baggage Transfer, and Similar Expenses: These are allowable when necessary to accomplish the business purpose of the trip.

Spousal/Partner Travel: For non-employees, such travel is permissible if necessary for Departmental or University purposes. Such travel most frequently occurs in the context of recruiting an individual but could also occur if an invited speaker needed assistance when traveling or was expected to attend a function where University spouses and guests would be present. For University employees, such travel would be permissible in the rare instances when the University requires the presence of a spouse/partner to further an institutional purpose. Such cases must be approved in advance by the Dean of the Faculty (9 Nassau Hall) or the Executive Vice President (320 Nassau Hall) depending on the employee’s staff status.

Taxis and Similar Transportation Charges: These would normally be incurred to/from airport or other public transportation hub to business event location.

Telephone Calls: All business and reasonable calls home, normally expected as one per each day of travel, are allowable.

Tips: Are allowable if modest in nature, for items such as baggage handling.

Tolls and Parking: These are reimbursable expenses.
Travelers Checks Fees, Currency Conversion Fees, Passport/Visa Fees, and Inoculations for Foreign Travel: These are allowable for employee only.

**PROHIBITED TRAVEL EXPENSES**

*Airline/Airport Club Membership Dues*

*Airline Seating Upgrades at University Expense*

*Excess Baggage Charges for Personal Luggage*

*Expenses Related to Vacation or Personal Days Taken Before, During, or After the Business Portion of the Trip*

*Hotel Recreational Activities*

*Insurance (Life or Domestic Auto Collision/Liability)*

*Meals:* If meals are included in the cost of airfare or conference/meeting fees, the traveler may not be reimbursed for substitute meals at another location.

*Personal Items:* Toiletries, clothing, etc., are not allowable.

*Personal Entertainment or Recreation:* These include movies, athletic events, concerts, plays, and in-flight movies.

*Souvenirs, Personal Gifts*

*Travel with a Companion:* If an employee decides to have a companion accompany them when on University travel, it is expected that the employee cover all incremental additional costs incurred.

**Treatment of Advances**

Each department will be assigned a project/grant against which all advances made to departmental personnel will be charged. The vast majority of such advances are made for travel expenses. These may take the form of travel tickets or hotel accommodations charged to a departmental travel credit card, an invoice issued to an outside vendor or a cash advance to the individual. When the trip or other event requiring an advance is completed, the travel voucher or event invoice should include the detail required to allow the advance to be liquidated from the program/grant suspense account.

*The use of a personal credit card to purchase airline tickets or to register for a conference is not reimbursable until the trip is completed and all expenses incurred are submitted to Travel Accounting. Tickets bought in advance should be bought with a departmental credit card. If a*
traveler chooses to use a personal credit card, the traveler accepts/recognizes that payment may be due before reimbursement is made.

Each department will be required to verify the validity of each transaction constituting the account balance at the end of each quarter. Invalid transactions, such as tickets issued for a cancelled trip, should be corrected promptly upon discovery.

**Fly America Act**

The Fly America Act requires that in almost all circumstances a traveler using federal funds must book a ticket through a U.S.-flagged air carrier (or, in certain instances, an international affiliate operating under a code sharing arrangement) to the maximum extent possible, regardless of where the flight originates or terminates (including travel occurring entirely outside the United States) and regardless of whether the foreign carrier would be cheaper or more convenient. Because a failure to comply with the Fly America Act may result in the disallowance of the travel charge, it is strongly recommended that travelers using federal funds utilize the services of a Princeton preferred travel agency. The Purchasing Department has negotiated agreements with several travel agencies who will certify to the University that a trip is booked in compliance with the Act if the traveler identifies him/herself as a Princeton employee traveling on federal funds. These agencies include Deluxe Travel Bureau, Inc., Anthony Travel, Inc., Kuller/Class A Travel, Marathon Travel & Cruise Shops, Boscov’s Travel, and ABT International. These agencies typically charge booking fees of between $25 and $40 per ticket. In addition, the Office of Research and Project Administration (ORPA) and the Treasurer’s Office plan to engage managers to refine the booking and approval procedures to ensure better compliance with the Act.


**Financial Support for Graduate Students Attending Scientific Meetings:**

Students seeking departmental financial support to enable them to attend scientific meetings at which they are scheduled to present papers should make formal application (including a budget) through their faculty advisor or advisory committee to the current DGS in Geosciences. The Department of Geosciences places a limit, currently $1,000 per student, for the amount of money available to cover travel expenses to meetings during the course of his/her graduate career. We place responsibility on the student (and advisor) to decide priorities for which meetings are worth attending.

***Please refer all travel related questions to Anna Valerio or Laura Rossi.***

You may download the Business Travel Expense Report Form on the AOS web site by clicking on Links/Employee Resources and then Employee Travel Voucher.

PRIOR to all travel, CICS Employees must complete a pre-travel Authorization Form. Please see Anna Valerio (Sayre 205) to obtain a form. Completed forms must be returned to Anna PRIOR to all travel.
## Business Expense Report

**PAY TO**

**Name:**

**PU Id:**

**Address:**

*Home | Mailing | Campus (Univ. Mailing Addr.) | P.O. Box #*

**Street:**

**City/Town:**

**State/Province:**

**Zip/Postal:**

**Today's Date:**

**Destination:**

**Departure:**

**Return:**

**Purpose:**

---

### PERSONAL CASH & CREDIT CARD EXPENSES

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals &amp; Related Tips</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>From:</td>
<td></td>
</tr>
<tr>
<td>To: &amp; Return</td>
<td></td>
</tr>
<tr>
<td>Air</td>
<td></td>
</tr>
<tr>
<td>Personal Auto</td>
<td></td>
</tr>
<tr>
<td>Auto Rental/Taxi (include tips)</td>
<td></td>
</tr>
<tr>
<td>Train</td>
<td></td>
</tr>
<tr>
<td>Tolls / Other</td>
<td></td>
</tr>
<tr>
<td>Registration Fees/Miscellaneous</td>
<td></td>
</tr>
</tbody>
</table>

**ADVANCE PAYMENTS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals &amp; Related Tips</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES - TOTAL ACTUAL EXPENSES INCURRED**

**TOTAL EXPENSES - CLAIMED**

**TOTAL CASH ADVANCED**

**REIMBURSEMENT DUE**

**RETURN DUE UNIVERSITY**

---

### UNIVERSITY ADVANCE PAYMENTS

**INCLUDING DEPT. CREDIT CARDS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals &amp; Related Tips</td>
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<td>Lodging</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
</tbody>
</table>

**ADVANCE PAYMENTS**

**TOTAL CASH ADVANCED**

---

**Optional 1 (15)**

**Optional 2 (15)**

**Program Code (3)**

---

Signature: __________________________  
OPI Signature (XXXX or 6XXX Project Grants): __________________________  
Approver Signature: __________________________

Print Name: __________________________  
Print Name: __________________________  
Print Name: __________________________

---

Shaded fields are optional - all other information must be provided.

* Change your information in University records, at: www.princeton.edu/myinfo

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DRAFT
Pre-travel Authorization Form

REVISED MARCH 2009

APPROVAL FOR TRAVEL – ACCOUNT 343-6181
COOPERATIVE INSTITUTE FOR CLIMATE SCIENCE – Collaborative Research

TRAVELEER: ___________________________            ______________________
             Last Name         First Name

MEETING TITLE:
________________________________________________________________________

MEETING LOCATION:
________________________________________________________________________

CITY       STATE     COUNTRY

MEETING DATES:  ______________________________________________________

TITLE OF TALK: ________________________________________________________
_______________________________________________________________________

TYPE OF TRAVEL: (please check one)

_____   FOREIGN – REQUIRES PRIOR APPROVAL – U.S. FLAG CARRIER ONLY!!

_____   DOMESTICS TRAVEL OVER 700.00 REQUIRES PRIOR APPROVAL

DATES OF TRAVEL:   BEGIN: ________________   END: __________________

BREAKDOWN OF COSTS (ESTIMATED)

   AIRFARE:                          ________________
   REGISTRATION FEE:                 ________________
   GROUND TRANS.:                   ________________
   HOTEL:                           ________________
   MEALS:                           ________________

PLEASE KEEP ALL RECEIPTS FOR REIMBURSEMENT, INCLUDING BOARDING PASSES
MEALS: NO RECEIPT NEEDED IF YOU CLAIM PER DIEM FOR DOMESTIC ~$36 or $46/ DAY
Personal Expense Reimbursement Requests

For each expense reimbursement being requested, the nature and purpose of the expense must be stated, and three signatures will be needed: the individual who has incurred the expense and is requesting the reimbursement, the project's Principal Investigator (PI), and the Department or Office Head approving the expense.

A. Individual personal reimbursements of $25 or less may either be forwarded for the required second signature as incurred or accumulated and reported on an annual basis to the responsible authorizing party (second signature). This includes both petty cash and reimbursements by check.

B. Original receipts are required for all reimbursable expenses except for flat per diem meal rates and tips.

C. Under no circumstance may a person authorize reimbursement, or payment of any type, to a family member. Family should be interpreted in the broadest sense and includes blood, marital and other significant relationships.

Requests for reimbursement must be accompanied by detailed original receipts, and the departmental or University purpose of the expense must be clearly stated. If original receipts are not available, there must be a signed statement of explanation by the requester explaining the circumstances preventing the submission of original receipts. The following Web site provides more details on this policy:


***Refer all expense reimbursement related questions to Anna Valerio or Laura Rossi.***
Moving Policy & Housing

Moving Policy Description:

It is University policy to reimburse eligible regular monthly-paid staff for reasonable expenses incurred in relocating to the Princeton area. To be eligible for reimbursement, new employees must move a minimum of 50 miles from their present home; must move within the first year of hire; and must have a reasonable expectation of remaining in their position for longer than one year.

Moving allowances for individuals hired as professional researchers, professional specialists, and visitors are set by the hiring departments and approved by the Dean of the Faculty.

Reimbursement as allowed under this policy will be subject to the dollar limit established by the hiring department. All arrangements and expenses must have prior approval of the appropriate hiring office.

Please note that amounts the University pays to reimburse employees for some expenses incurred in their move are excluded from taxable income, while amounts paid to reimburse them for other expenses are included in taxable income as specifically noted in the following section. If an amount is includable in taxable income, federal law requires that the University withhold on and report such amount to the Internal Revenue Service (IRS).

For information regarding procedures and reimbursement, refer to:
http://www.princeton.edu/dof/policies/publ/fac/domestic_moving/

Housing

University owned and managed housing is available to staff on an extremely limited basis; in many instances, it is virtually non-existent.

Privately owned off-campus housing, however, is available. Housing Services maintains a web site of privately owned off-campus housing within commutable distance of the University. For further information and links to off-campus rental housing, area realtors, Princeton area apartments, please visit their site at:

http://www.princeton.edu/facilities/housing/off-campus_housing/

Housing contact is Sarah Major, (609) 258-2885/5897 or smajor@princeton.edu.

Additional housing questions may be referred to Laura Rossi at lrossi@princeton.edu or call (609) 258-6376.
Nondiscrimination Statement

In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Princeton University does not discriminate on the basis of age, race, color, sex, sexual orientation, gender identity, religion, national or ethnic origin, disability, or status as a disabled or Vietnam-era veteran in any phase of its employment process, in any phase of its admission or financial aid programs, or other aspects of its educational programs or activities. The vice provost for institutional equity and diversity is the individual designated by the University to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws. Questions or concerns regarding Title IX, Section 504 or other aspects of Princeton’s equal opportunity or affirmative action programs should be directed to the Office of the Vice Provost for Institutional Equity and Diversity, Princeton University, 321 Nassau Hall, Princeton, NJ 08544 or (609) 258-6110.

Equal Opportunity Policy

Princeton University subscribes to a policy of equal opportunity. The University believes that commitment to principles of fairness and respect for all helps create a climate that is favorable to the free and open exchange of ideas, and the University seeks to reach out as widely as possible in order to attract the ablest individuals as students, faculty, and staff. For these reasons, decisions concerning admission to University academic and other programs, as well as employment decisions in all University departments and offices, are made on the basis of an individual’s qualifications to contribute to meeting Princeton’s educational objectives and its institutional needs. In applying this policy, the University is committed to the principle of not discriminating against individuals on the basis of personal beliefs or characteristics such as political views, religion, national or ethnic origin, race, color, sex, sexual orientation, gender identity, age, marital status, veteran status, or disability unrelated to job or program requirements.

In addition to the general policy just defined, Princeton has specific legal obligations as a recipient of federal financial assistance and as a federal contractor. These obligations include the development and implementation of a plan to undertake appropriate forms of affirmative action to employ women, people of color, people with disabilities, and Vietnam-era and disabled veterans. Princeton’s affirmative action plan is available for review at the University upon request.

The University president and provost are responsible for overseeing the implementation of this equal opportunity policy and the affirmative action plan. The associate provost and special assistant to the president is responsible for monitoring University practices and procedures to ensure compliance with our policy and federal, state, and local laws and regulations, including Section 504 of the Rehabilitation Act and Title IX of the Education Amendments of 1972. Inquiries regarding these matters should be directed to the Office of the Vice Provost for Institutional Equity and Diversity, Princeton University, 321 Nassau Hall, Princeton, NJ 08544 or (609) 258-6110.
Respect for Others

Respect for the rights, privileges, and sensibilities of each other is essential in preserving the spirit of community at Princeton. Actions which make the atmosphere intimidating, threatening, or hostile to individuals are therefore regarded as serious offenses. Abusive or harassing behavior, verbal or physical, which demeans, intimidates, threatens, or injures another because of personal characteristics or beliefs or their expression, is subject to University disciplinary sanctions as described above. Examples of personal characteristics or beliefs include but are not limited to sex, sexual orientation, gender identity, race, ethnicity, national origin, religion, and handicap. Making tolerance of such behavior or submission to it a condition of employment, evaluation, compensation, or advancement is an especially serious offense.

Princeton University strives to be an intellectual and residential community in which all members can participate fully and equally, in an atmosphere free from all manifestations of bias and from all forms of harassment, exploitation, or intimidation. As an intellectual community, it attaches great value to freedom of expression and vigorous debate, but it also attaches great importance to mutual respect, and it deplores expressions of hatred directed against any individual or group. The University seeks to promote the full inclusion of all members and groups in every aspect of University life.

For University-wide conduct regulations including:
- Racial or Ethnic Bias and Harassment, and Sexual Harassment and Assault, and Resolution of Complaints and Grievances, please refer to:
  http://www.princeton.edu/pr/pub/rrr/07/university/
Tiger Transit Shuttle Service

Princeton University’s Tiger Transit transportation system operates on a fixed route schedule during the academic year, providing convenient and reliable transportation throughout the Princeton campus and surrounding community.

The Forrestal Campus and Princeton Plasma Physics Laboratory (PPPL) will now be serviced with a dedicated daily route linking to main Princeton University campus. Stops include: PPPL, Forrestal AOS, Millstone Apartments, Dean Mathey Apartments, Fisher Hall, Frist/Guyot, South Campus, Lot 23 A, and the Princeton Station(Dinky). Princeton Station(Dinky) has connections to NJ Transit and the Princeton Borough FreeB shuttle. The South Campus stop allows transfers to either the Campus Circulator or the East Line.

**Forrestal/PPPL Line | Monday–Friday, 8:00 am–8:00 pm |**

**Route Timetable:**  [http://www.princeton.edu/transportation/forrestal-pppl0909.pdf](http://www.princeton.edu/transportation/forrestal-pppl0909.pdf)

You may now track the shuttle as it makes its way between and around campuses:  [http://princeton.transloc.com/](http://princeton.transloc.com/)
GFDL Building Security Information

ID/Badges

Any individual working in, or otherwise needing access to, GFDL are required to have an ID-badge to gain entry and must display their ID-badge on their person at all times. Anyone not displaying his/her ID will be asked to produce it or go to the GFDL Computer Operations Center to obtain a Visitor Badge.

Seminar Attendance

Admittance for seminars will be controlled by GFDL Staff at the front door, stationed in the lobby 20 minutes before the start of the seminar until 15 minutes into the seminar. Visitors without GFDL affiliation attending seminars or other functions must present government or university issued photo ID or two other forms of ID to gain access to the facility.

Building Access

Staff and students needing access to GFDL need to complete the appropriate paperwork, before gaining access to the building.

Security forms may be obtained through NOAA/ GFDL’s Human Resource Department. Contact Kenny Nock, HR Assistant in GFDL, at kenneth.nock@noaa.gov or (609)452-6590
All questions regarding building access and security should also be referred to Kenny.
Many institutions have reported incidents where information has been exposed to unauthorized individuals, tampered with and/or destroyed. Often these compromises have been the result of poorly crafted passwords that were easily uncovered by individuals using one of the hundreds of password cracking tools that are available across the Internet.

To ensure that information at Princeton University is adequately protected, whenever you create a password that will be used to access Princeton University systems, it must adhere to the following password composition rules:

- Passwords must be at least eight characters in length.
- Passwords must include at least one character from each of the following character groups:
  - upper case alphabetic characters (A-Z),
  - lower case alphabetic characters (a-z),
  - numbers and symbols (0-9),
  - symbols !"$%&'()*+,-./:;<=>?@[\]^_`{|}~

Notes:

1. Passwords should not be a dictionary word or common name with numbers and symbols merely substituting for similar looking alphabetic characters (e.g., "P@ssw0rd").
2. Passwords may not include blank spaces or control characters, such as return, tab, back-tab, etc.
3. Mac OS X users who store data on OIT's UNIX clusters should avoid using an ampersand (&) in their passwords. Including an ampersand will prevent the systems from connecting successfully.
Administrative Contacts and Related Web sites

Contacts:

**Proposals/Grants/ Financial Contact:** Laura Rossi, lrossi@princeton.edu

**Graduate Student Contact:** Anna Valerio, apval@princeton.edu

*Link to Graduate Student Handbook:*

**Purchasing Contact:** Anna Valerio, apval@princeton.edu

**Travel Contact:** Anna Valerio, apval@princeton.edu or Laura Rossi, lrossi@princeton.edu

**Communications/Website Contact:** Joanne Curcio, jcurcio@princeton.edu

Web sites:

**Cooperative Institute for Climate Science (CICS)** http://web.princeton.edu/sites/cics/

**Atmospheric and Oceanic Sciences Program (AOS)** http://www.princeton.edu/aos/about_us/

**Department of Geosciences (GEO)** http://www.princeton.edu/geosciences/

**Princeton Environmental Institute (PEI)** http://web.princeton.edu/sites/pei/

**Geophysical Fluid Dynamics Laboratory (GFDL)** http://www.gfdl.noaa.gov/

**NOAA Cooperative Institutes** http://www.nrc.noaa.gov/ci/