

TRAVEL GUIDELINES FOR THE MICHELSON SUMMER WORKSHOP

The Michelson Science Center at Caltech appreciates your participation in this years Michelson Summer Workshop (MSW) and wishes to make your travel to and from the workshop as painless as possible.

Your contact for travel to the MSW will be:

Chris Baughman (chris@ipac.caltech.edu, 626-395-1809)

Also, please cc: all correspondence to your travel contact to the MSW coordinator, Dawn Gelino (dawn@ipac.caltech.edu).

IN ORDER TO START THE PAPERWORK NECESSARY FOR YOUR VISIT, PLEASE EMAIL THE FOLLOWING INFORMATION TO YOUR TRAVEL CONTACT (and cc: Dawn Gelino):

- Home address and phone number (your reimbursement check will be mailed directly to your home)
- Name of your institution, email address, phone number, and fax number

IF YOU ARE REQUESTING ASSISTANCE WITH YOUR TRAVEL RESERVATIONS, PLEASE SEND YOUR TRAVEL CONTACT THE FOLLOWING ADDITIONAL INFORMATION:

- Date of departure, approx. time, and airport you wish to depart from
 - Date of return and approx. time
 - Do you wish to have a rental car?
 - Credit card number, with expiration date, is required in order to make hotel reservations only if you do not wish to stay at the Sheraton (via phone only – **do not** send credit card numbers via email)
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TRAVEL ARRANGEMENT DETAILS

AIRLINE TICKET:

The JPL Travel Reservations Department will provide airline reservations and a ticket (usually electronic). Should you choose, you may make your own airline reservations for a roundtrip, coach class ticket from your home institution, and you will be reimbursed for the airfare after your trip. **Please note for FOREIGN TRAVEL, the overseas portion *must* be with a US carrier or you will not be reimbursed.**

RENTAL CAR:

JPL will reserve an intermediate size rental car for you with Hertz which will include all insurance coverage. You will be covered for any damages incurred under JPL's contract with Hertz. Any upgrades or additional insurance which you sign for will **not be reimbursed**.

If you prefer to make your own rental car reservations you may do so. JPL prefers that you make your reservation with Hertz if at all possible. Again, do not take out insurance as you will also be covered by JPL even though you made the reservations yourself.

PARKING ON CAMPUS:

Buses will be provided to transport the Workshop speakers and attendees between the Pasadena Sheraton and the Caltech campus; however, if you wish to drive a rental car, you will need to park on campus.

Instructions for campus parking: Caltech requires permits for parking on the campus. In order to obtain a permit, please drive to the 370 S. Holliston parking structure and inform the attendant that you will need a permit for the duration of your stay. He will issue the permit and tell you where you are allowed to park. You may obtain the permit either the night before or the morning of your visit. There is an attendant available 24 hours a day.

Other parking alternatives: You may park without a permit at the Tournament Park parking lot which is south of the IPAC Morrisroe building on Wilson Ave. You must arrive between 8:30-9:00am to ensure a parking spot; however, for a heavily attended meeting, the lot may be full.

Parking on the East side of Wilson is allowed; however, you must arrive closer to 8:00am to ensure a spot. **Please note that parking below (south) of Tournament Park on Wilson is only 2-hours.**

Parking on the West side of Wilson is not allowed by Caltech employees or visitors **and will be ticketed.**

LODGING:

Reservations at the Pasadena Sheraton will be made for you through JPL. Your personal credit card will be required only when you arrive in order to cover expenses beyond the nominal room charge.

You are allowed one safe arrival call to your home (maximum is \$5 for domestic calls, \$7 for foreign calls); however, other personal phone calls will not be reimbursed.

If you wish to make your own hotel reservations, be sure to check what the allowed maximum lodging rate is for the particular city you will be lodging in. For Pasadena, CA, the allowable lodging rate is \$100 plus tax per night. Please let your travel contact know about your alternate plans so your reservation at the Sheraton may be released.

PER DIEM:

After submitting an expense report, you will be reimbursed a per diem for expenses (i.e. meals and small miscellaneous charges such as tips, etc.). You will be reimbursed for the number of days that you attended the Michelson Summer Workshop. Be sure to include the time you left home and the time you returned back home so we can calculate your per diem, including partial days. The rate of per diem depends on the city in which you lodge, and is pro-rated if given meals are included on any given day. For Pasadena, CA, this per diem rate is \$51 per day.

OTHER TRAVEL EXPENSES:

Other travel expenses such as taxis, shuttles, mileage, etc. will be reimbursed to you after you submit the expense report. This covers transportation to and from both your departure and arrival airports. Auto mileage between your residence and your departure airport at a rate of \$0.405 per mile can also be claimed, along with long-term departure airport parking, if applicable. For reimbursement, **original** receipts are necessary for all expenses except meals.

USEFUL WEBSITE FOR TRAVELERS VISITING CALTECH:

For directions to Caltech, information on the campus, and local information, please see: <http://admissions.caltech.edu/visiting/> .

The direct link for directions to Caltech is <http://admissions.caltech.edu/visiting/getting-here> , and campus maps are found online at <http://www.caltech.edu/map/> .

FOR REIMBURSEMENT OF EXPENSES:

After your trip is complete, please mail your **original** receipts (meal receipts not necessary) to your travel contact at the following address:

Caltech - IPAC
ATTN: Chris Baughman
770 S. Wilson Ave. MS 100-22
Pasadena, CA 91125

Prompt submission of receipts is *required* for a timely reimbursement.

Sample expense report:

Travel report for:	<your name>
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Date/time of departure:	
Date/time of return:	

Travel: Pasadena, CA; Michelson Summer Workshop 2005

Item	Cost	Notes
Shuttle to departure airport		
Shuttle from LAX to Caltech		
Shuttle to LAX from Caltech		
Shuttle from departure airport		
Parking at departure airport		
Plane ticket		Prepaid if arranged through JPL
Rental car		Prepaid if arranged through JPL
Lodging - Pasadena Sheraton		Prepaid if arranged through JPL
Workshop Registration Fee	None	
Per diem		See dates/times above
Mileage		
Home-departure airport		
Departure airport-home		
Misc. expenses		
References		
Receipts as appropriate		

