

TRAVEL GUIDELINES FOR THE MICHELSON SUMMER WORKSHOP

PLEASE READ THESE GUIDELINES CAREFULLY, AS THEY HAVE CHANGED SINCE LAST YEAR

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.

The name and contact information for your MSC travel contact will be emailed to you in a few weeks.

In order to start the paperwork necessary for your visit and your reimbursement, you will need to login to the website below and supply the required information (BY JUNE 30):

http://flarn.ipac.caltech.edu/MSW06/password_enter.php

****A user name and password will be emailed to you in the next few weeks.****

You will also need to register for the workshop:

<http://msc.caltech.edu/workshop/2006/>

****A code will be emailed to you for free registration.****

TRAVEL ARRANGEMENT DETAILS

All travel arrangements should be made by the traveler. All expenses will be paid by the traveler and reimbursed by JPL after the traveler has returned home from the workshop. The traveler MUST follow ALL of the travel rules to be eligible for reimbursement. If you have any questions regarding your travel or reimbursement, please contact your travel contact (or dawn@ipac.caltech.edu if you have a question before you have received your travel contact information).

AIRLINE TICKET:

You should 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.** If you are combining your travel to the workshop with any personal travel, you will be reimbursed the cost of your ticket *up to* the cost of a roundtrip, coach class ticket between your home and the Los Angeles International Airport (LAX).

RENTAL CAR:

If you fly to the workshop and wish to reserve a rental car you may do so. JPL prefers that you make your reservation with Hertz if at all possible. Please do not take out insurance as you will be covered by JPL even though you made the reservations yourself. Insurance which you sign for will **not be reimbursed**.

PARKING ON CAMPUS:

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

Instructions for campus parking: For those who are driving to campus and require parking, you will be required to obtain a visitor parking permit and abide by Caltech [parking regulations](#). Visitors are required to display a permit if their vehicle is parked on campus between the hours of 7am-5pm, Mon-Fri.

Visitor permits are available at automated pay stations at the following locations:

- Structure #1 (North Wilson Structure)
- Parking Lot #6 (Tournament Lot)
- Structure #3 (California Structure)
- Structure #4 (Holliston Structure)
- Parking Lot #12 (Lura Lot)

Visitor permits may be purchased at the rate of \$1 per hour, \$5 per day, or \$15 per week. A \$5 daily permit is valid through the end of the business day (5:00 pm) in which the permit is purchased. Visitors must park in the Commuter (General) parking area, see the [Caltech campus parking map](#) for more details.

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:

This year the workshop hotel is the Four Points by Sheraton in Monrovia, CA. http://www.starwoodhotels.com/fourpoints/search/hotel_detail.html?propertyID=1259 The hotel is less than 9 miles from the Caltech campus, and offers several amenities including free wireless internet access in guest rooms. Bus transportation will be provided between the workshop hotel and the workshop site.

A block of rooms at a workshop rate of \$96/night single/double has been set up for all workshop participants. To make a reservation, call (626) 357-5211 or 1-800-368-7764, and mention the group code: **MSW**. You will *not* be able to book a room in this block through the website. Rooms must be booked before June 23, 2006 to be eligible for the workshop rate. You will be reimbursed for your room charges and tax after your trip. Other charges to the room will not be reimbursed.

If you wish to make reservations at a different hotel and drive to the workshop yourself, 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 \$104 plus tax per night.

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 \$64 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 \$0.445 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.

Please be aware that there is a maximum reimbursement of \$38 for a one-way shuttle/taxi from LAX to Pasadena.

USEFUL WEBSITE FOR TRAVELERS VISITING CALTECH:

For directions to Caltech, information on the campus, and local information, please see: <http://admissions.caltech.edu/visiting/> and http://msc.caltech.edu/workshop/2006/local_info.html .

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: 'Your Travel Contact'
770 S. Wilson Ave. MS 100-22
Pasadena, CA 91125

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

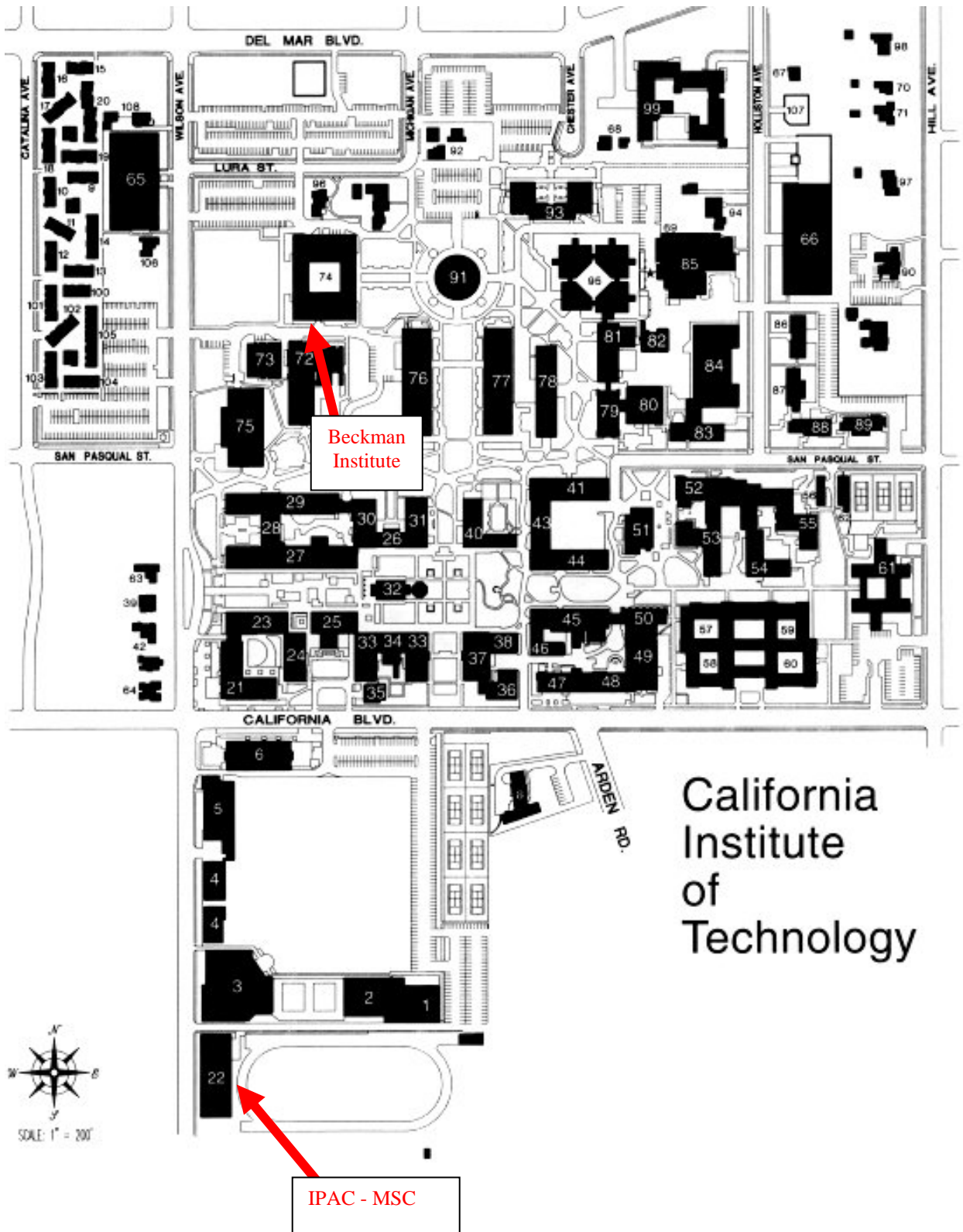
Sample expense report:

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

Travel: Pasadena, CA; Michelson Summer Workshop 2006

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		
Rental car		
Lodging		
Workshop Registration Fee	None	
Mileage		
Home-departure airport		
Departure airport-home		
Misc. expenses		



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of
Technology

