

Guest Travel & Lodging Information
The I-CSI Urban Reconstruction Working Group
Yale University, January 12-13, 2017

As a guest attendee at this gathering, the costs of your travel and lodging will be covered by the Yale University Institution for Social and Policy Studies (ISPS) Center for the Study of Inequality (I-CSI). We look forward to hosting you!

VENUE

The working group meeting will be held on the Yale University campus at the Institution for Social and Policy Studies (ISPS) located at 77 Prospect Street in New Haven, CT 06511.

SCHEDULE

The working group begins with a dinner on Thursday evening, January 12th beginning at 6:30 p.m. in The Study at Yale Hotel Penthouse (upper level in the hotel where you will be lodging). On Friday, January 13th, a continental breakfast will be served at 8:00 a.m. and the group will convene with introductory remarks at 8:30. The final session of the day will end at 5:30 p.m.

LODGING

Lodging for this event has been reserved at The Study at Yale Hotel for the evenings of Thursday, January 12 and Friday, January 13. To guarantee room reservations, please complete the online travel form at <http://inequality.yale.edu/initiatives-ideas/working-groups/urban-reconstruction-2017/urban-reconstruction-working-group-form> by noon on Monday, January 2, 2017.

The Study at Yale Hotel is located at 1157 Chapel Street in downtown New Haven near the Yale campus. For more information about the hotel facilities, please visit [their website](#).

ISPS will be billed directly for all room and parking charges. Please plan to pay any other incidental expenses at the time of check-out and submit the original, itemized receipt for any charges that are reimbursable under Yale travel policy. If you must cancel or change your reservations, please contact Pam Greene at pamela.greene@yale.edu or 203-432-3052 as soon as possible to help us avoid penalties.

TRAVEL

Travel expenses (transportation and meals en route) will be reimbursed based on the submission of actual receipts. Receipts should include date, description of service, total amount, proof of payment, and name of traveler especially for airline/train tickets and car rentals. (Please note: An itemized restaurant receipt should accompany the separate payment receipt when purchasing meals with a credit card.)

Please save all original, itemized receipts to submit with the form at the end of this document. The **ISPS Travel Expense Voucher Form** (page 4 of this document), is offered for your convenience in recording travel expenses and providing important personal information required for payment. Please submit your reimbursement request within 10 days after completing your trip.

A GUIDE FOR TRAVEL TO YALE / NEW HAVEN

AIR TRAVEL

Yale will reimburse for economy class air travel only, and we encourage you to make your flight reservations early in order to obtain the best fares.

New Haven is serviced by the **Tweed/New Haven Airport** which is a convenient 15-minute taxi ride to the Yale campus and has daily flights to/from Philadelphia on US Airways. Other alternatives are **Hartford/Bradley International Airport** (approx. 1-hour driving time to Yale), or one of the **New York City** airports (La Guardia or JFK approx. 2.5 hours driving time).

CONNECTING GROUND TRANSPORTATION

To arrange connecting ground transportation from Bradley Airport near Hartford or from the New York City airports (JFK and LGA), please contact Pam Greene by email at pamela.greene@yale.edu and forward your travel itinerary including flight information. Also provide a mobile/cell phone number where a driver may reach you if necessary.

If you are flying into New Haven Tweed Airport or taking a train into New Haven Union Station, a queue of taxis will be available immediately outside the terminal.

TRAIN TRAVEL

Amtrak (1-800-USA-RAIL / 1-800-872-7245 or www.amtrak.com) is available along the northeast corridor from Boston, New York (Penn Station), or Washington, DC – and points in between – to Union Station in New Haven. Note: if you purchase Amtrak tickets, Yale will reimburse for business class travel, but will not reimburse for upgrades to first class.

Metro-North Railroad provides more frequent commuter train service between Grand Central Terminal in New York City and Union Station in New Haven. Call Metro-North Railroad at 1-800-638-7646 or visit their web site at http://as0.mta.info/mnr/schedules/sched_form.cfm for times and fares.

PERSONAL AUTOMOBILE TRAVEL

If you are driving your own vehicle to New Haven, **car mileage will be reimbursed at a rate of \$.535 per mile**. Parking will be available at The New Haven Hotel and charges will be billed directly to our Yale account. For directions to The Study at Yale Hotel, visit <http://www.studyatyale.com/study-in-new-haven-en.html>.

CAR RENTAL

Travelers should rent the most economical (compact or midsize) vehicle consistent with business needs and travel circumstances. Yale will reimburse for the rental fee and cost of gasoline if original, itemized receipts are submitted.

The University's automobile insurance coverage does not cover any outside consultants, independent contractors, vendors, visiting speakers or anyone else who is not a student, post-doctoral fellow or an employee of the University. These individuals or the companies that they represent must provide \$1,000,000 of automobile liability and physical damage insurance to protect against accidents that occur with the rental car while performing University business. This insurance can be provided via their own automobile insurance policy or by the companies that they represent or by purchasing the insurance from the rental car agency.

LOCAL GROUND TRANSPORTATION IN NEW HAVEN

Taxi service is available through these local vendors. Please call at least 20 minutes in advance.

- **Metro Taxi:** 203-777-7777
- **Yellow Cab/Taxi of New Haven:** 203-777-7770

If you have an **UBER** account, that service is also available in New Haven.

TRAVEL ASSISTANCE

For questions and assistance in determining the best options as you plan your trip to Yale, contact ISPS Event Coordinator Pam Greene by email at pamela.greene@yale.edu or by office phone 203-432-3052.

CLAIMING TRAVEL REIMBURSEMENT

Please save all original travel receipts and submit them with your reimbursement request. An **ISPS Travel Expense Voucher Form** is provided on the next page for your convenience in recording travel expenses and providing payment information along with your signature. Please submit your reimbursement request within 10 days after completing your trip.

You may send your reimbursement request via email to pamela.greene@yale.edu as a scanned PDF attachment if:

1. Individual receipts are less than \$75.
2. Receipts are in the form of an electronic receipt for any amount as long as they clearly indicate the traveler and payment information.

Otherwise, the original paper receipts for expenses greater than \$75 must be sent through the U.S. mail. Please mail to: Pamela Greene, Yale University – ISPS, P.O. Box 208209, New Haven, CT 06520-8209.

**** For more information, contact Pamela Greene at pamela.greene@yale.edu / 203-432-3052.**

ISPS Travel Expense Voucher (rev. DEC 2016)

Name: _____

Address to receive payment: _____

Permanent Home Address: _____
(If different from address above)

Telephone # _____ E-mail: _____

U.S. citizen/permanent U.S. resident ("green card")? _____

If no, country of citizenship and visa status: _____

Dates and purpose of travel: _____

Expenditures:

Travel (Air/Rail) \$ _____

Ground Transportation (taxi, limo, tolls, parking, etc.) \$ _____

Auto mileage: _____ miles @ \$.535 \$ _____

From/to: _____

Car Rental \$ _____

Lodging \$ _____

Meals \$ _____

Other (please specify) _____ \$ _____

Total \$ _____

Signature of Traveler: _____ Date: _____

Note: All expenses except auto mileage must be substantiated by dated original itemized receipts. The mileage allowance rate is 53.5 cents per mile. If you have any questions, contact Pamela Greene at pamela.greene@yale.edu or 203-432-3052. Please return all forms and receipts to:

Pamela Greene | Yale University – ISPS | P.O. Box 208209 | New Haven, CT 06520-8209