

# ISPS-CSI Conference: Guest Attendee Travel Policy

## Yale University, New Haven, CT - August 4-5, 2022

We look forward to hosting our invited guests at the conference, “Justice and Injustice: Political Science Perspectives on Crime and Punishment,” being hosted by the ISPS Center for the Study of Inequality (CSI) at Yale University on Thursday and Friday, August 4-5, 2022. We hope you find the following information helpful in planning your trip to New Haven.

If you have questions about travel and/or lodging for this conference, please contact Pam Greene by email at [pamela.greene@yale.edu](mailto:pamela.greene@yale.edu) or by phone at 203-432-3052.

### YALE COVID POLICY FOR GUEST VISITORS

To protect the health and safety of faculty, staff, and students, the university has established this [policy for visitors to the Yale campus](#).

- All visitors to campus must be invited by a university host.
- All visitors must be [up to date with their COVID-19 vaccines](#) as defined by the Centers for Disease Control and Prevention (CDC).
- All visitors must carry vaccination and booster documentation and be prepared to provide it if asked.
- All visitors must follow [university mask guidance](#) and all other [university health and safety guidelines](#).
- Events, gatherings, and meetings that include visitors must comply with the [events, gatherings, and meetings policy](#).
- Comply with [CDC travel requirements](#) as well as any additional [university travel requirements](#).
- Self-monitor for any COVID-19 symptoms and do not come to campus if experiencing symptoms.
- Notify the host if they become ill or test positive for COVID-19 while on campus or within 72 hours following the visit.
- Participate in [contact tracing](#) if requested.

### VENUE AND LODGING

The conference will be held on the Yale University campus at Rosenkranz Hall/Political Science Department (115 Prospect Street) and Luce Hall/MacMillan Center (34 Hillhouse Avenue).

Out-of-town guests will be housed at the [Graduate New Haven Hotel](#) located at 1151 Chapel Street in downtown New Haven within walking distance of the conference venues (approx. 15 minutes). **Please confirm your hotel reservations by Monday, July 18, 2022** by completing the online **NON-Yale Guest Registration Form [at this link]**.

## TRAVELING TO NEW HAVEN

Invited guests will receive travel assistance to a capped amount based on the distance of travel. (Your travel allowance was included in your conference invitation email.) You have 3 options for arranging and paying for your travel:

1. Guest speakers may arrange and purchase their own travel tickets, and be reimbursed based on the submission of dated, original receipts after the trip to Yale. **Because of uncertainties presented by COVID at this time, we are requesting that all airfares be booked and purchased directly by our guests which we will happily reimburse after the successful completion of your trip.**
2. Reservations for Amtrak train travel and some connecting ground transportation from/to area airports can be made using our online booking tool, Egencia (the business travel service for Expedia) with direct billing to our Yale account. Please contact Pam Greene ([pamela.greene@yale.edu](mailto:pamela.greene@yale.edu)) if you would like to use this service.
3. A combination of travel arrangements with some made personally for reimbursement and some through our Yale Egencia account.

If you have questions about travel and/or lodging for this conference, please contact Pam Greene by email at [pamela.greene@yale.edu](mailto:pamela.greene@yale.edu) or by phone at 203-432-3052.

### Air Travel

New Haven is in proximity to these airports:

- [Tweed New Haven Airport \(HVN\)](#) is a convenient 10-minute taxi ride to the Yale campus and provides regional service on Avelo Airlines. [LINK TO SERVICE DESTINATIONS](#)
- [Bradley International Airport/Hartford \(BDL\)](#) is about a 1-hour drive to New Haven and is marketed as the “no hassle” alternative to the New York City airports. It is served by all major airlines and is reasonably easy to access from New Haven.
- **New York City area airports** are about 2-2.5 hours driving time from New Haven. See section on “Connecting Ground Transportation” for more information.
  - [LaGuardia Airport \(LGA\)](#)
  - [John F. Kennedy International Airport \(JFK\)](#)
  - [Newark Liberty International Airport \(EWR; has direct connection to Amtrak\)](#)

Travelers are expected to select the least expensive airfare within the main cabin class (e.g., economy, coach) that is consistent with business requirements. Additional fees for checked luggage and seat selection within the main cabin class area are also allowed. Generally, Yale University does not reimburse travelers for first-class travel, trip cancellation insurance, or refundable flight tickets unless an exception is approved in advance by the Yale Controller’s Office.

## Amtrak Train Travel

[Amtrak](#) train service is available along the northeast corridor from Boston, New York (Moynihan Train Hall/Penn Station), Philadelphia, Washington, DC and points in between, to Union Station in New Haven. Please contact [Pamela.Greene@yale.edu](mailto:Pamela.Greene@yale.edu) if you would like your train tickets to be purchased through Yale Egencia. Note: if you purchase Amtrak tickets yourself, Yale will not reimburse charges for upgrades to first class; you will be responsible for covering the additional cost. Business class is allowed for business travel and will be reimbursed.

**NOTE:** If you are flying into Newark Airport (EWR), the airport has a direct connection to Amtrak although you need to make ample time allowance when scheduling connecting flights and trains.

## Commuter Train Travel from NYC on Metro-North

[Metro-North Railroad](#) provides more frequent commuter train service between Grand Central Terminal in New York City and Union Station in New Haven. [Visit their website](#) for times and fares.

There are also connecting shuttle bus services between NYC airports and Grand Central Station/Terminal. See next section for more information.

## Connecting Ground Transportation

If you are flying into Tweed New Haven Airport or taking a train into New Haven Union Station, you will find a queue of taxis waiting just outside to take you to your hotel or to the Yale campus (approximately 10 minutes from Union Station, or 15 minutes from Tweed Airport).

If you are flying into Bradley Airport or one of the New York City airports (LGA, JFK, EWR), options include taxi/rideshare services, airport shuttle services, private car service, or train service depending on the airport. For a listing of connecting ground transportation options including airport shuttle services, please visit <https://your.yale.edu/work-yale/campus-services/travel/air-travel/airport-shuttle>.

We will also help guests share rides. Just send a copy of your flight itinerary to Pam Greene at [pamela.greene@yale.edu](mailto:pamela.greene@yale.edu), and we will see if anyone will be arriving or departing the same airport near the same time as you. You may also contact Pam with any questions you might have regarding connecting ground transportation.

## Car Rental

If you choose to rent a car, Yale will reimburse for the rental fee and gasoline if original, itemized receipts are submitted. Travelers should rent the most economical (compact or

midsize) vehicle consistent with business needs and travel circumstances. Please approve the car rental in advance with Pam Greene ([Pamela.Greene@yale.edu](mailto:Pamela.Greene@yale.edu)).

**NOTE:** 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, postdoctoral 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 can occur with the rental car while performing business for the University. 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.

## **Personal Automobile Travel**

If you are driving to New Haven in your own vehicle, **car mileage will be reimbursed at a rate of \$.625 per mile**. Note that there is a limit on vehicle reimbursement of no more than the main cabin class airfare or train fare of a similar trip.

## **Parking**

Unfortunately, the Graduate New Haven Hotel does not have onsite parking. However, there is a nearby parking garage located at 150 York Street (0.1 mile/2-minute walk from the hotel) for overnight parking. The York Garage is open from 7:00 AM to 12:00 midnight with a parking rate fee of \$17 per day. Payment is made at the time of departure either with an attendant or using a fee machine that accepts credit cards. You can also access your car via a pedestrian door from 12:00-2:30 AM if necessary.

It is recommended that you leave your car parked at the hotel-recommended garage, and either walk or take a taxi to ISPS because parking on the Yale campus is limited and on-street parking can be expensive. If you must park on campus, please contact Pam Greene at [Pamela.Greene@yale.edu](mailto:Pamela.Greene@yale.edu) for options.

## **Local Ground Transportation**

Taxi service in New Haven is available through [M7 or Metro Taxi](#) by calling **203-777-7777**. Please call at least 20 minutes in advance of your departure time for pick up.

If you have a rideshare account with Uber or Lyft, those services are also available in New Haven as reliable sources of local ground transportation.

Please retain all taxi, rideshare, or airport shuttle receipts for reimbursement after your trip.

Walking between the hotel and conference site is also an option if the weather is nice. The Graduate New Haven Hotel is a 15-minute walk from Rosenkranz Hall at 115 Prospect Street (about 0.7 of a mile). The MacMillan Center/Luce Hall located at 34 Hillhouse Avenue is nearby and almost adjacent to Rosenkranz Hall. [LINK TO WALKING DIRECTIONS](#)

## Meals

ISPS/CSI will provide meals during the conference, including:

- Lunch and dinner on Thursday, August 4
- Breakfast and lunch on Friday, August 5

Please check the conference schedule for details. You will be responsible for any other meals during your travel.

## Claiming Travel Reimbursement

Please save all original travel receipts and submit them with your reimbursement request. An **ISPS Travel Expense Reimbursement 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.

Please send your reimbursement request with an itemized list of your expenses and copies of receipts via email as a scanned PDF attachment to [pamela.greene@yale.edu](mailto:pamela.greene@yale.edu).

**NOTE: If you are neither a citizen of the U.S. nor a permanent U.S. resident alien holding a green card**, please contact [Pamela.Greene@yale.edu](mailto:Pamela.Greene@yale.edu) with your country of citizenship and the type of visa that you will travel on when entering the United States. You might require additional documentation to claim travel reimbursement.

**For more information regarding travel policy and transportation to New Haven, please contact Pamela Greene at [pamela.greene@yale.edu](mailto:pamela.greene@yale.edu) / 203-432-3052.**

Revised June 2022

# ISPS Travel Expense Reimbursement Form (rev. JUNE 2022)

Name: \_\_\_\_\_

Address to receive payment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permanent Home Address: \_\_\_\_\_

(If different from address above)

\_\_\_\_\_

Telephone # \_\_\_\_\_ E-mail: \_\_\_\_\_

Check the appropriate status: U.S. citizen \_\_\_\_\_ Permanent U.S. resident alien ("green card")? \_\_\_\_\_

If not U.S., country of citizenship and visa status: \_\_\_\_\_

Dates and purpose of travel: \_\_\_\_\_

\_\_\_\_\_

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## **Expenditures:**

Travel (Air/Rail) \$ \_\_\_\_\_

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

Auto mileage: \_\_\_\_\_ miles @ \$.625 \$ \_\_\_\_\_

From/to: \_\_\_\_\_

Car Rental \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Meals (Not Applicable) \$ \_\_\_\_\_

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 62.5 cents per mile. If you have any questions, contact Pamela Greene at [pamela.greene@yale.edu](mailto:pamela.greene@yale.edu) or 203-432-3052. Please return all forms and receipts via email at [pamela.greene@yale.edu](mailto:pamela.greene@yale.edu).