

## TRAVEL GUIDELINES FOR THE MICHELSON SUMMER WORKSHOP

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The Michelson Science Center (MSC) 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:

Kathy Golden ([kgolden@ipac.caltech.edu](mailto:kgolden@ipac.caltech.edu), 626-395-1808)

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

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### IN ORDER TO START THE PAPERWORK NECESSARY FOR YOUR VISIT, PLEASE EMAIL THE FOLLOWING INFORMATION TO YOUR TRAVEL CONTACT:

- 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
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### TRAVEL ARRANGEMENT DETAILS

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#### 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.** If you are booking your own ticket, please inform your travel contact and email them with either a copy of your itinerary, or your travel dates. **If you will be combining your travel to the workshop with any personal travel, you must make your own airline reservations and purchase your own ticket.** You will then be reimbursed for the airfare between your home institution and LAX.

#### GROUND TRANSPORTATION:

Travel expenses such as taxis, shuttles, etc. will be reimbursed to you after you submit the expense report. This covers transportation to and from both your departure and arrival airports. For reimbursement, **original** receipts are necessary for all expenses.

Ground transport from your place of lodging (the Sheraton hotel in Pasadena) to the workshop site on the Caltech campus will be provided as part of the workshop. The Sheraton is located within walking distance of old town Pasadena. Rental cars will not be provided to nor reimbursed for workshop attendees.

Auto mileage between your residence and your departure airport at a rate of \$0.405 per mile can be claimed, along with long-term departure airport parking, if applicable.

## **PARKING ON CAMPUS:**

If you are a local (LA area) participant and are driving to the MSW, you will need campus area parking.

**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. The attendant 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 Sheraton hotel in Pasadena will be made for you through your travel contact; your personal credit card will be required only when you arrive in order to cover expenses beyond the nominal room charge. Workshop attendees will be assigned two to a room in the Sheraton (by gender); please inform your travel contact as early as possible if you wish to room with a specific MSW attendee if you wish to have your request accommodated. Any lodging arrangements needed outside of the workshop dates (Domestic: July 24 – 29; Foreign: July 23 - 29) must be taken care of by the traveler at regular hotel rates. Information on the Sheraton can be found online at: <http://www.sheratonpasadena.com/>

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 for during the workshop, be sure to check what the allowed maximum lodging rate is for the particular city you will be lodging in. For Pasadena, CA, the maximum allowable lodging rate is \$100 per night. Note that you will be reimbursed according to your hotel receipts if the nightly hotel rate is less than \$100.

## **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 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. For reimbursement, **original** receipts are necessary for all expenses.

## **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: <your travel contact>  
 770 S. Wilson Ave. MS 100-22  
 Pasadena, CA 91125

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

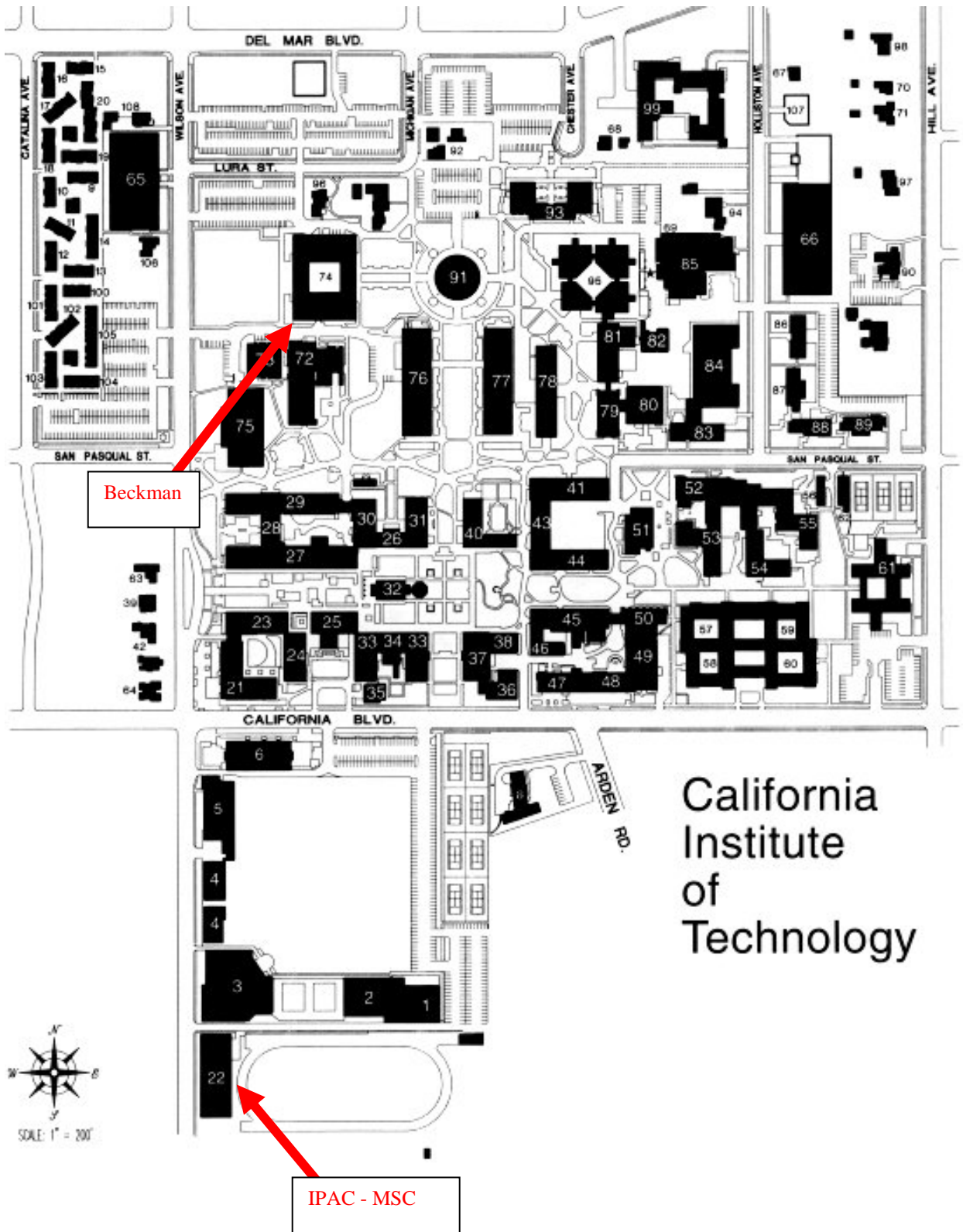
Sample expense report:

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

**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 travel contact
Lodging - Sheraton		Prepaid if arranged through travel contact
Workshop Registration Fee	None	
Per diem		See dates/times above
Mileage		
Home-departure airport		
Departure airport-home		
Misc. expenses		
<b>References</b>		
Receipts as appropriate		



Beckman

IPAC - MSC

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