

## TRAVEL GUIDELINES FOR THE MICHELSON SUMMER SCHOOL

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The Michelson Science Center (MSC) at Caltech appreciates your participation in this years Michelson Summer School (MSS) and wishes to make your travel to and from the school as painless as possible.

Your contact for travel to the MSS will be:

Chris Baughman ([chris@ipac.caltech.edu](mailto:chris@ipac.caltech.edu))

Also, **please cc: all correspondence** to your travel contact to the MSS coordinator, Gerard van Belle ([gerard@ipac.caltech.edu](mailto:gerard@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 (your reimbursement check will be mailed directly to your home)
- Name of your institution and fax number

If you are requesting assistance with your travel reservations, please send your travel contact the following 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.**

#### GROUND TRANSPORTATION:

Travel expenses such as taxi, 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 summer school site on the Caltech campus will be provided as part of the summer school. The Sheraton is located within walking distance of old town Pasadena. Rental cars will not be provided to nor reimbursed for summer school students.

Auto mileage between your residence and your departure airport at a rate of \$0.375 per mile can also be claimed, along with long-term departure airport parking, if applicable.

#### PARKING ON CAMPUS:

If you are a local (LA area) student and are driving to the MSS, 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. 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 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. Summer school students 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 MSS student if you wish to have your request accommodated. 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, 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 \$106 per night.

#### **PER DIEM:**

Federal travel funding rules prohibit us from providing per diem to the MSS students. Our current understanding of federal regulations prohibits us from paying for meals of any sort to students – *please budget your stay in Pasadena accordingly.*

#### **OTHER TRAVEL EXPENSES:**

Other travel expenses such as taxi, shuttles, gasoline, 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, you may be interested in:

<http://www.admissions.caltech.edu/visiting/visiting.htm>

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

#### **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.**

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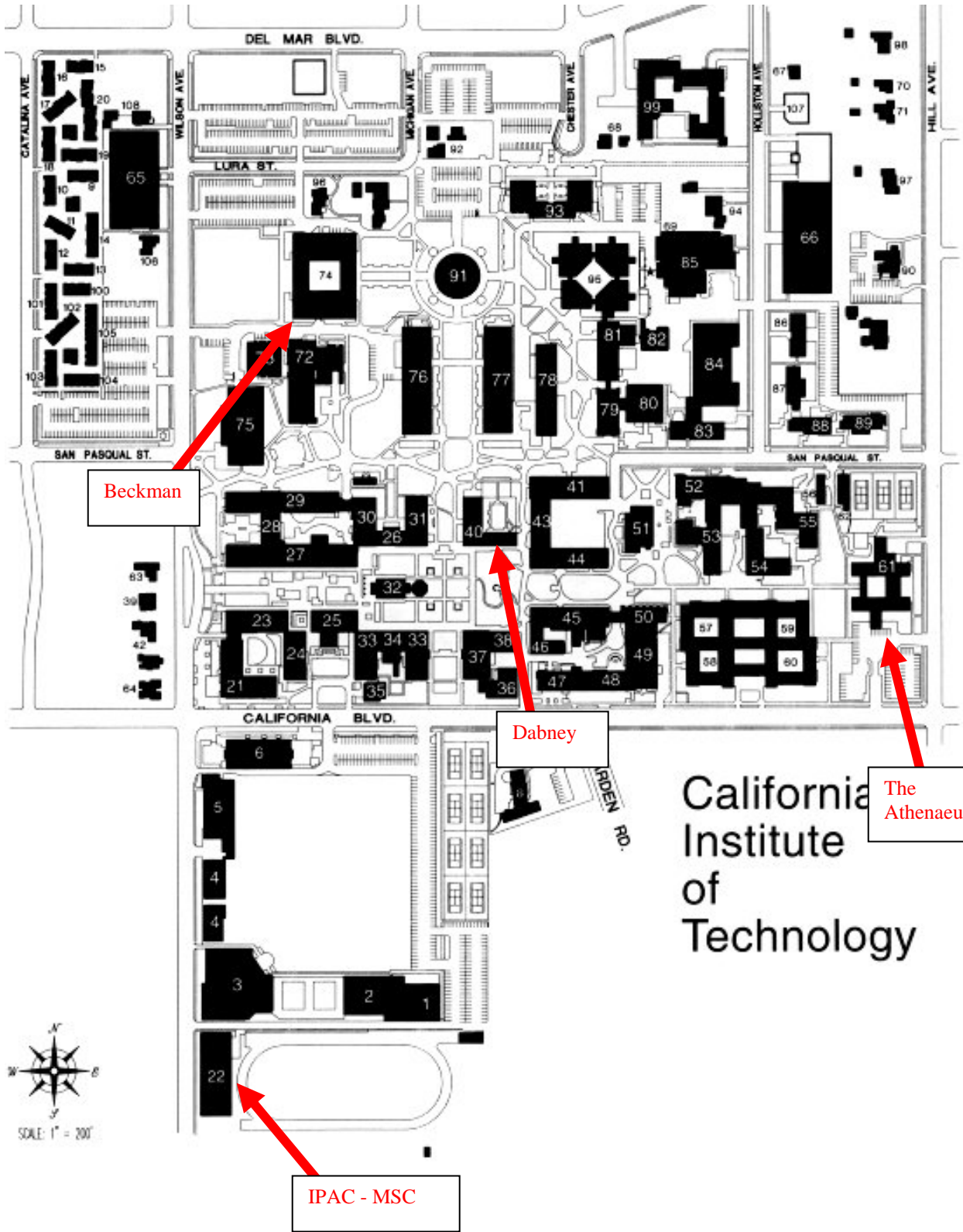
Sample expense report:

<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 School 2004**

<b>Item</b>	<b>Cost</b>	<b>Notes</b>
Shuttle to departure airport		
Shuttle from LAX to CIT		
Shuttle to LAX to CIT		
Shuttle from departure airport		
Parking at departure airport		
Plane ticket		Prepaid if arranged through JPL
Lodging - Sheraton		Prepaid if arranged through JPL
School Registration Fee	None	
Mileage		
Home-departure airport		
Departure airport-home		
Misc. expenses		
<b>References</b>		
Receipts as appropriate		



Beckman

Dabney

The Athenaeum

IPAC - MSC

California  
Institute  
of  
Technology