

## **Guest Travel & Lodging Information for the Ferguson Working Group Yale University, May 7-8, 2015**

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 and the Yale Law School. 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, May 7<sup>th</sup> beginning at 6:30 p.m. at the home of Tracey Meares and Benjamin Justice, 107 Ogden Street, New Haven, CT 06511. On Friday, May 8<sup>th</sup>, 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 6:00 p.m. and we will serve dinner at ISPS for those who wish to stay. A more detailed schedule for the working group is available online at: [http://isps.yale.edu/sites/default/files/files/ferguson\\_working\\_group\\_schedule.pdf](http://isps.yale.edu/sites/default/files/files/ferguson_working_group_schedule.pdf).

### **LODGING**

Lodging for this event has been reserved at The New Haven Hotel for the evenings of Thursday, May 7 and Friday, May 8. To guarantee room reservations, please complete the online travel form at <http://isps.yale.edu/form/ferguson-working-group-participant-form> by **noon on Wednesday, April 15<sup>th</sup>**.

The New Haven Hotel is located at 229 George Street in downtown New Haven, not far from the Yale campus. For more information about the hotel facilities, please visit their website at <http://www.newhavenhotel.com/>.

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](mailto: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

## 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](mailto: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](http://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](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 \$.575 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 New Haven Hotel, visit <http://www.newhavenhotel.com/directions>.

## 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](mailto:pamela.greene@yale.edu) or by office phone 203-432-3052.

### **TRAVEL FOR DINNER ON THURSDAY EVENING, MAY 7<sup>TH</sup>**

Rides will be available from/to the New Haven Hotel for those who will be attending the dinner hosted at the home of Tracey Meares and Benjamin Justice, 107 Ogden Street, New Haven, CT 06511.

**ISPS Travel Expense Voucher** (rev. JAN 2015)

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: \_\_\_\_\_

\_\_\_\_\_

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**Expenditures:**

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

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

Auto mileage: \_\_\_\_\_ miles @ \$.575 \$ \_\_\_\_\_

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

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