

## Travel for REU2005

Recall that part of the “package” of the REU program is to provide you with one round-trip travel expense between your home or school and Cornell.

### Air Travel

The National Science Foundation guidelines **require** you to use US carriers in coach class seating for air travel. Even within that restriction the amount of money for air travel can vary greatly, so we ask you to plan ahead and look at options to minimize the cost to the program without incurring undue hardship on your part (no sleeping overnight in airport waiting lounges!).

Ithaca has an airport with the primary carriers being USAir and NorthWest. There is good service between here and Pittsburgh, Philadelphia and Detroit. Syracuse has a much larger airport with many carriers and direct flights and often less expensive fares (more competition!). It is about 75 minutes by car to the SYR airport, and a taxi/limo would cost about \$60, which of course is part of the travel reimbursement.

### Automobile

We will reimburse mileage up to 1000 miles (that’s round-trip or 500 miles each way) at roughly \$0.405/mile, as well as covering the cost of tolls.

Residents at Dickson park in an ND (North Dorm) lot. The 10-week cost would be ~\$170, and the LEPP REU would pick up half of that expense as part of your travel package. ND permits do not allow one to park at Newman (J) or Wilson (W) lots, and these are pretty expensive. The B lot is close to Wilson and is less expensive, but not free. Again, we do not have a price yet. I would strongly urge those staying in Dickson to walk to the lab during the day and only use your car if you come back in the evening when parking on campus is unrestricted.

If you plan to park at either Dickson and/or Wilson Laboratory you should contact Cornell Transportation Services **before** you arrive (607-255-PARK or 255-4600) to arrange for permits.

### Other Modes of Travel

Ithaca does have frequent bus service from NYCity (about a 5 hour ride). Amtrak goes to Syracuse, although frequently has delays.

Be sure to keep receipts!!

### **Cornell Housing Occupancy**

The Dickson residence can be available starting Saturday, 4 June, although a Sunday start is preferred by Cornell Housing. The facility must be vacated by 10:00 AM Saturday, 13 August.

### **General Note on Reimbursement and Receipts**

Cornell generally reimburses airfare (and other major travel expenses) after **both** legs of the trip are complete. You will need to provide **original** receipts for expenses and complete a Travel Reimbursement Form when you get to campus. If you are purchasing your airplane ticket several months in advance of the trip, we can generate a Cash Advance Payment to cover the cost of the ticket. There is a Cash Advance Form you will need to sign (most likely via fax) and you will need to provide a copy of the plane ticket or e-ticket, a copy of the itinerary and proof of payment (*e.g.*, copy of credit card statement showing expenses). You will still need to fill out a Travel Reimbursement Form when you get here. If you're interested in a Cash Advance, please let us know. The person at LEPP handling these reimbursements is Bill Franklin, [rlf2@cornell.edu](mailto:rlf2@cornell.edu); his Fax is 607-255-8062.