



ROCKEFELLER ARCHIVE CENTER

15 DAYTON AVENUE · SLEEPY HOLLOW · NEW YORK 10591-1591

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<http://archive.rockefeller.edu>

TRAVEL GUIDELINES of The Rockefeller University Applicable to Presenters and Conveners of Rockefeller Archive Center Conferences and Workshops

GENERAL

The Rockefeller Archive Center will make hotel arrangements for your stay in the Sleepy Hollow/Tarrytown area. Transportation for travel between the hotel and the Archive Center during a conference or workshop will also be arranged. You should make all other travel arrangements yourself according to the following guidelines.

RECEIPTS

When filing for reimbursement from the Rockefeller Archive Center you must submit original receipts for any item over \$25.00. If a receipt is missing, a note of explanation is necessary. Your expenses should be mailed back to the Rockefeller Archive Center as soon as possible following the conference. You will receive a check directly from The Rockefeller University several weeks after filing your expenses.

AIR TRAVEL

If the University is reimbursing you air travel for this conference, your tickets must be purchased for the lowest available *economy class* fare. Every effort should be made to plan the trip in advance to take advantage of special airline discounts. If you wish you may contact the travel agent used by the Rockefeller Archive Center: ATC Travel in Sleepy Hollow, NY, Tel: (914) 631-8301, ext. 102.

GROUND TRANSPORTATION

An airport bus, train, airport limousine, taxicab or personal car may be used when traveling between your home and to your local airport, and for traveling between New York-area airports and Tarrytown. Personal automobile use will be reimbursed at the current IRS level allowed for mileage. Fares will be reimbursed on an actual basis plus gratuity. A receipt is required for each ride that exceeds \$25.00.

HOTEL

The Rockefeller Archive Center will make local hotel arrangements associated with the conference/workshop. Supplemental expenses associated with lodging will not be reimbursed by the Archive Center, with the exception of one personal call per day to your home. The room and room taxes will be billed directly to the Rockefeller Archive Center. All other expenses will be billed by the hotel to your credit card.

MEALS

Most meals during the conference will be arranged and supplied by the Rockefeller Archive Center. Meals not supplied by the Archive Center on two travel days will be reimbursed at actual costs up to a *maximum* of \$40 per day. Meal expenses must be supported by attaching meal receipts (credit card receipts are preferred), which should be itemized. Following institutional policy the cost of alcoholic beverages must be deducted from meal receipts submitted for reimbursement.

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