

TRAVEL

PLEASE BE REMINDED THAT YOU ARE PARTICIPATING IN AN EDUCATION ACTIVITY, WITH LIMITED FUNDS, AND THAT CONTAINMENT OF TRAVEL COSTS WILL RESULT IN ADDITIONAL SCHOLARSHIP MONEY FOR STUDENTS.

WHAT THE MBL WILL PAY:

Air Travel

- 1) Our local travel agent will book your airfare and invoice the MBL directly. Please contact:
Janet Allen
Commonwealth Travel, Inc.
Tel: 508-548-5100 or 800-287-5103
Fax: 508-457-1315
Email: janet@commtravel.com
- 2) You may make your own air travel arrangements. If you do this:
 - Book your travel EARLY
 - Please use DISCOUNT (lowest rate) AIRFARE instead of full-fare coach
 - The MBL will NOT REIMBURSE business or first class airfare
 - The MBL will NOT REIMBURSE travel involving layover at intermediate stops
 - Please use US CARRIERS when possible (required by our funding sources)
- 3) You will be reimbursed for:
 - Ground transportation expenses at point of origin (receipts and mileage for personal vehicle required)
 - Parking at the traveler's point of origin (receipts required)
 - Meals incurred on travel days at the rate set by the MBL

Travel From Airports to Woods Hole

The MBL will reimburse round-trip bus fare from Logan (Boston) or TF Green (Providence) airports to Woods Hole (receipts required). For schedules, please see the Peter Pan Bus website: <http://www.peterpanbus.com/>
This is fast, convenient, and the best way to get to Woods Hole.

Travel by Car

- If you use your personal vehicle for travel to the MBL, you will be reimbursed for either mileage, or the equivalent cost of round-trip airfare, **whichever is lower**.

WHAT THE MBL WILL NOT PAY:

- You WILL NOT BE REIMBURSED for use of rental vehicles without prior approval from the Director of Education.