



HELPFUL TRAVEL NUMBERS

AIR

Occasionally airlines reschedule flight times. We recommend confirming times and flight numbers with Orbitz for Business online or by telephone, 24 hours prior to flight departure. If you need to cancel a trip you must cancel your airline reservation prior to the scheduled departure to retain any residual value, to apply toward future travel.

When booking travel on Orbitz for Business, any changes in your flight information may be sent directly to you by phone, text or email. Care Alerts are free to anyone who books a flight on Orbitz for Business and you may share them with up to six co-workers, family members and friends.

CAR	YALE DISCOUNT #	
Avis	A424900	800 331-1212
Budget	T245500	800 527-0700
Enterprise	NA24YU1	800 261-7331
Hertz	CDP344712	800 654-3131

All domestic business rentals include damage and supplemental liability insurance coverage when above ID# is provided at the time of reservation.

GROUND TRANSPORTATION

CT Limousine	203 878-6867 or Toll Free 800 472-5466
Prime Time Shuttle	203 891-1280 or Toll Free 800 377-8745
East Coast Limousine	800 392-8184
Hy's	203 934-6331
Leros	800 825-3767
Zip Car	www.zipcar.com/yale

TRAIN

Amtrak	800 872-7245
Metro-North Railroad	212 532-4900
Shore Line East	800 ALL-RIDE

HOTEL

Best Western	800 528-1234
Days Inn	800 325-2525
Hilton Hotels	800 445-8667
Holiday Inn	800 465-4329
Hyatt	800 233-1234
Marriott	800 228-9290
Omni	800 843-6664
Radisson	800 333-3333
Ramada	800 228-2828
Club Quarters	212 575-0006

FREQUENTLY USED EXPENDITURE TYPES

TRAVEL	DOMESTIC	INTERNATIONAL
Air / Rail	871010	872010
Lodging	871020	872020
Car Rental	871030	872030
Ground Trans. <i>(including taxi, limousine, parking, mileage, tolls)</i>	871040	872040
Meals <i>(including per diem and actuals)</i>	871050	872050
Tel. & Internet <i>(including telephone, business services, etc.)</i>	871090	872090
Travel Other	871060	872060
SEVIS <i>(Student and Exchange Visitor Information System fees)</i>	910410 (J-1 or F-1 visas)	
USCIS <i>(U.S. Citizenship and Immigration Services fees)</i>	910420 (except SEVIS fees)	

VISA AND PASSPORT PROCESSING

All international travelers must view the Yale in the World website at <http://world.yale.edu/travelform> to register your itinerary with the Secretary's Office and review the international travel policy.

CIBT is an expediting service for U.S.-based passport or visa processing, international passport or visa application forms and related travel services. Access Yale discounts at www.cibt.com (Yale's login code is 40634) 800 577-2428.

IMPORTANT YALE UNIVERSITY NUMBERS

Yale Accounts Payable	203 432-5394
Yale Benefits Office	203 432-5550
Yale Directory Assistance	203 432-4771
Yale Health Plan	
▪ Emergency	203 432-0123
▪ Travel Medicine	203 432-6472
Yale Insurance, Property & Casualty	
▪ Car Accident Claims	203 432-0140
Yale Police Department	203 432-4400
Yale Purchasing Card Dept./EMS	203 432-3227
Yale Purchasing Card	
▪ Account Information, Lost or Stolen Card	800 316-6056

TRAVEL REIMBURSEMENT

Reimbursement for travel expenses must be submitted within 2 weeks (10 days) after return from travel. Travelers must submit receipts for all travel expenses \$75 or greater that do not have Level III data; however, no receipts are required for meal per diem reimbursement. *(Business offices have the option to request additional receipts.)*



YALE TRAVEL SERVICES
TEL 203 432-9962 www.yale.edu/travel

All information is subject to change without notice.

Check listed websites or contacts for most current information.

Designed and Printed by Yale Printing & Publishing Services.

Comments or suggestions? Send email to travel@yale.edu

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Yale Travel Services

A Guide for Yale Employees on University Business

ORBITZ
FOR BUSINESS®

BOOK YOUR OWN TRAVEL
ONLINE AT: www.orbitzforbusiness.net

Travel Services

TEL: 1-877-ORBITZ1 (1 877 672-4891)
Out of United States (001 1 312 469-1956)

OPEN 24 HOURS A DAY, 7 DAYS A WEEK

Yale



YALE UNIVERSITY TRAVEL POLICY HIGHLIGHTS

For more details: www.yale.edu/ppdev

Yale's preferred vendor for travel services is Orbitz for Business, which provides both a full-service travel agency and an online booking tool for airline, hotel, car, and limousine.

www.orbitzforbusiness.net

1 877 ORBITZ (1 877 672-4891)

Travelers are encouraged to use Orbitz when traveling on University business to take advantage of Yale's negotiated contracts.

AIR

- Travelers are expected to book the lowest available economy class airfare.
- For international flights over 5,000 miles (one-way) business class may be appropriate. Check with your business office to see if funds are available and if it is appropriate for the trip. See Travel Policy 3301, Page 4 for further clarification.
- International travel sponsored by Federal Funds is subject to the Fly America Act, which requires using an American Flag Carrier.
- Air reimbursement is not permitted for tickets purchased with frequent flyer miles. Travelers may use their airline miles to upgrade, so long as the airfare is lowest available economy class.

UNUSED TICKETS OR CHANGES

- Penalties incurred for changes to an airline ticket for business reasons or circumstances beyond the traveler's control will be reimbursed. If federally sponsored funds were used you should contact the Office of Grants and Contracts.
- Unused non-refundable tickets need to be applied to the next business trip.
- Orbitz automatically tracks all employees unused non-refundable tickets, provided that tickets are cancelled with Orbitz for Business prior to departure.
- Orbitz allows courtesy cancellations provided the cancellation is made within 24 hours of purchase.

LODGING

- Travelers should stay in a reasonably priced hotel room at a single occupancy rate.
- Personal expenses incurred while traveling on University business **will not be** reimbursed by the University (e.g., in-room movie rentals, mini bar charges unless treated as an actual meal, babysitting, recreational activities, and issuance of passports or their renewals). For a list of miscellaneous non-reimbursable travel expenses, please visit: <http://www.yale.edu/ppdev/Guides/purchase/3301GD.01MiscNonReimExpenses.pdf>
- When staying at a private residence at no cost to the traveler, a reasonable token of appreciation (not to exceed \$100.00 per trip) is allowed and will be reimbursed. There is no per diem reimbursement for hotel stays.

CAR RENTAL

- Travelers should rent the most economical size (compact or mid-size) vehicle consistent with University business needs and travel circumstances.
- Domestic Rentals – **Do Not Purchase** insurance coverage when renting in the Continental United States, including the District of Columbia.
- International Rentals – **Do Purchase** the LDW (Loss Damage Waiver; formerly called CDW or collision damage waiver) and LIS (Liability Insurance Supplement) insurance for all rentals outside of the Continental United States, including Alaska, Hawaii, Canada, Puerto Rico, and the U.S. Virgin Islands.
- Personal use of a rental vehicle is not covered by University insurance.
- Rental of 12 & 15 passenger vans is not permitted. The Yale office of Risk Management will not extend Yale's insurance to these vehicles.
- Refuel vehicle before returning to car rental company.
- Report all accidents to Yale's Risk Management Office at 203 432-0140.

TRAIN

- Travelers should select the lowest available class of service, which is business class on Amtrak's Acela trains and economy on Amtrak's regional and Metro-North trains. Book train reservations using an Orbitz

agent at no extra charge by calling 1 877 ORBITZ1 (1 877 672-4891). All Yale discounts will be applied.

PERSONAL CAR USAGE

- The mileage rate for personal car usage can be found on the Federal blue pages at www.yale.edu/ppdev/Guides/bluepages.pdf. This rate includes auto usage and gasoline.

PRIVATE CAR SERVICES

- A private sedan or town car service may be used when the cost is reasonable and consistent with business requirements.
- Use of a private stretch limousine should be limited to situations involving multiple passengers or exceptional circumstances.

MEALS & INCIDENTAL EXPENSES

- If all 3 meals fall within the same travel day, use the Federal published M&IE rates for U.S. and foreign travel. If travel covers only part of a day, or if the cost of one or more meals is covered by another source, the per diem rate is pro-rated accordingly (20% for breakfast, 30% for lunch & 50% for dinner). Either allowance shall not exceed 30 days without Controller's approval.
- Business Meals – alcohol may not be charged to a federal grant though it is reimbursable if classified separately and charged to non-federal funds.
- U.S. and Foreign per diems can be found at: www.yale.edu/ppdev/Guides/bluepages.pdf. Incidental expenses included in the domestic per diem rate are tips for services. International per diem rates include laundry, dry cleaning and tips. Laundry and dry cleaning are not included in the domestic per diem rates. Laundry and dry cleaning expenses are reimbursable when domestic or international travel is five or more consecutive days and the amounts are reasonable.

NOTE: Travelers will be reimbursed for reasonable actual meal expenses or may opt for the Meals and Incidental Expense (M&IE) per diem allowance. They may not combine the two methods on the same trip except:

- When a meal is paid for by a host, or paid for by the traveler as host for a group meal, or included in a*

conference registration fee, or covered by another source or when traveling for a partial day, the per diem should be reduced as follows: 20% for breakfast, 30% for lunch, and 50% for dinner.

YALE PURCHASING CARD

- The Yale Purchasing Card is the preferred payment method for all business travel purchases and is available at no charge to Yale employees who travel on University business. See your business manager for details.

EMERGENCY REPLACEMENT PROGRAM

If you lose your card, either domestically or internationally, please call the number below to receive a replacement. Cards are replaced next day domestically and 1-2 days internationally.

STRANDED TRAVELER PROGRAM

If you are traveling domestically or abroad and your card is denied for payment, and you have no other form of payment, call the number below to enable an air/hotel/car charge on your card to get you home.

Domestic: 800 316-6056

International: 001 847 488-4441 (call collect)

MEDEX TRAVEL ASSISTANCE PROGRAM

- MEDEX is an assistance program which provides worldwide 24/7 emergency medical, personal safety; including political evacuation and travel-related services. The service is available when you are 100 or more miles from home. This applies to all business and personal travel. All faculty and staff receive this benefit at no cost. You may add dependants by calling 800 537-2029.
- In the event you sustain an injury, become ill, are hospitalized, have personal safety concerns or incur any travel-related emergency, call MEDEX. For travel within the USA, Canada, Puerto Rico, U.S. Virgin Islands, and Bermuda call 800 527-0218. For all other travel see your MEDEX ID card or call 410-453-6330. You may call collect. More information is available online at www.yale.edu/travel under MEDEX.