Dear Course Faculty and Staff,

I will be working with you in preparation for the 2006 courses and look forward to meeting you on campus.

- Please be reminded that you are participating in an educational activity, with limited funds, and that containment of travel costs will result in additional scholarship money for students.

**AIR TRAVEL**

1) Our local travel agent will book your airfare and invoice the MBL directly.
   Please contact:
   Colleen Kelleher, Corporate Travel Consultant
   Commonwealth Travel, Inc.
   Tel: 508-548-5100 or 800-287-5103
   Fax: 508-457-1315
   Email: colleen@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 Bonanza Bus website: [http://www.bonanzabus.com/](http://www.bonanzabus.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 cost of round-trip airfare, whichever is lower.
- You WILL NOT BE REIMBURSED for use of rental vehicles without justification to and prior approval from the Director of Education.
HOUSING & REGISTRATION:

Even if you do not need housing, YOU
- Course Directors
- Faculty
- Lecturers (even if you are here for one day only)
- Teaching Assistants
- Course Assistants

MUST REGISTER in order to gain access to MBL services, including meals, library and laboratory access, financial transactions (stipends, reimbursements, etc.) and computer accessibility.

Online registration can be completed quickly from this link on the MBL website:

http://gosnold.mbl.edu/EduReg/NewFacReg.asp

- Housing will be provided at no cost to the individual.

I encourage you to visit the MBL Education website www.mbl.edu/education/ and click on links under “Faculty Services” down the left navigational bar. Here you will find necessary forms, as well as information that will assist you in planning your trip to Woods Hole.

Please do not hesitate to contact me with any questions or concerns.

Best wishes,

Catherine Hemmerdinger

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