Booking Travel for Yale Physics Graduate Open House 2022

March 10-11, 2022
Physics Department
New Haven, CT
Thank you for your participation in the Department of Physics Open House that will be held formally March 11, 2022 with an informal dinner March 10, 2022. We are so glad you can join us and we’re looking forward to hosting you!

To expedite your travel arrangements to the Open House, we have coordinated with Yale Travel Management to allow you to book your own flights using Egencia, Yale’s Travel Management System. Using this service will allow the Department of Physics to be billed directly for your airfare and rail expenses (up to the travel allowance cap), eliminating the need for you to purchase tickets out of pocket and be reimbursed.

If possible, please arrange flights into Bradley International Airport located in Hartford County CT, keeping in mind that you will need at least one hour for ground transportation from Hartford to New Haven.

If a flight into one of the New York City airports seems preferable, please keep in mind that ground transportation from any of the NYC airports can take at least 2-3 hours.

We can cover up to $500, for your travel expenses, including airfare and ground transportation. (Please note: Egencia applies a low fare policy. This means that even if the cost of your flight is below the travel cap, it may be marked “Out of Policy” if it is $100 above the lowest logical fare available from your point of departure). If the only available options that will work for you are marked “Out of policy” please go ahead and complete the reservation, making sure, when prompted, to specify a reason for choosing an “Out of Policy” flight. (“Out of policy flights require review, and if approved, will be booked.) Travel arrangements made through the Egencia site should be done Monday – Thursday to allow time for approval/processing. Travel exceeding the $500 limit should be made using your own credit card, then we will reimburse you up to the $500 limit. After you have made your flight arrangements, we will be back in touch with you about coordinating your ground transportation on this end.

If you will be traveling by train instead of by plane, see the last page of this guide for instructions (page 12).

Plan to arrive in New Haven during the afternoon on Thursday, March 10th, and stay until late evening Friday, March 11th or early morning Saturday, March 12th.

If you have any questions about your travel arrangements, please contact Stacey Watts by email at Stacey.watts@yale.edu.

Thank you, and we look forward to seeing you at the Open House!
You should have received an email invitation, including a link to register. If you do not already have an Egencia account, you will create an account (through the invitation link). Note: Your ID will be the email address you provided to your Yale host. (example: jsmith@gmail.com) If you did not receive an email please check your spam folder. If it is not there, please go to www.Egencia.com. Request that a new password be emailed to you.

Please complete your registration. It is important that your name match the ID you will be presenting at the airport. Please save all information, so that if someone needs to assist you, your date of birth, seat preference, etc., will be available to them.

- Please update the information in your profile. A cell phone number is required

- Under “TSA Secure flight” you will be required to list your name as it appears on your government issued ID, and to add your gender and date of birth. The name listed as your “traveler name” is what will appear on your ticket (not the name you added under TSA)

- You may also add any frequent flier numbers you have, seating preference, flight alerts., making sure to “save” all information.
If you require a travel agent’s assistance, please use the number shown here to contact a travel agent at the meetings desk.

Need assistance?

Visit customer support, contact us via email, or call an agent at:
+1 (855) 512-7759 or +1 (417) 520-4709
The program name should appear on the screen.
A red flag will indicate if you are “out of policy.” Hovering over the flag will display the reason. Choose your flights the way you normally would. Even if your flights are “out of policy” complete the booking all the way to the end.

If your fare exceeds $500, please use your own credit card and submit the receipt for reimbursement of $500.
You will see a question in the booking path about “sponsored funds”. You should answer “No” to this question.
You will be notified that the trip requires approval and will be prompted to choose your approver (choose Stacey Watts name). There will be a box provided to type in any message or explanation should you choose to provide one.
Choose your flights the way you normally would. Even if your flights are “out of policy” complete the booking all the way to the end.

Flight: Los Angeles (LAX) to Hartford (BDL)
This flight does not comply with your company’s travel policy because:

- This flight does not comply with your company’s arrival/departure restrictions policy.

Please enter the reason that best describes why you are purchasing this out of policy flight.
- Select a reason code -

Select an option
- Request approval
- Cancel and view itinerary
Use the credit card that appears in your payment information box (if your total exceeds the $500 limit, use your own card).
If you are out of policy, you will receive an email from Egencia stating that your trip is awaiting approval.

As long as you have completed the booking to the end (“submit payment”), the ticket will be issued automatically upon approval.
If you will be traveling by train instead of by plane, please email Yale Travel with the following information and they will book your train for you.

- Visit [www.Amtrak.com](http://www.Amtrak.com), to determine which trains you would like.
- Email [travel@yale.edu](mailto:travel@yale.edu) the following information:
  - Name of the Yale program you are coming for
  - Your legal name for your train reservation (the name on your legal ID which you will travel with)
  - Dates of travel
  - Amtrak station you are traveling from
  - Train numbers and times
  - Cell phone number
  - Amtrak VIP number, if you have one.