

## **Transportation Guidance (to/from Airport)**

This guidance limits the use of point-to-point car service (e.g., Noble and King Limo) under specific circumstances. The modes of transportation to each of the airports that will be fully reimbursed are provided below:

### **Newark Airport:**

- Shuttle service (State Shuttle)
- Train, including train station parking or taxi service to and from the train station
- Personal auto, including airport parking, mileage and tolls (when it is the lowest cost option or justification is provided with department head approval).

Travelers who choose to use a point-to-point car service will be reimbursed a maximum amount of \$55 one way and \$110 round trip to the airport; valid receipts must be submitted to support the expenditure in order to obtain reimbursement.

### **Philadelphia Airport:**

- Shuttle service (State Shuttle)
- Train, including train station parking or a taxi service to and from the train station
- Personal auto, including airport parking, mileage and tolls (when it is the lowest cost option or justification is provided with department head approval).

Travelers who choose to use a point-to-point car service will be reimbursed a maximum amount of \$80 one way and \$160 round trip to the airport; valid receipts must be submitted to support the expenditure in order to obtain reimbursement.

### **JFK Airport:**

- Shuttle service (State Shuttle)
- Train, including train station parking or a taxi service to and from the train station
- Personal auto, including airport parking, mileage and tolls (when it is the lowest cost option or justification is provided with department head approval).

Travelers who choose to use a point-to-point car service will be reimbursed a maximum amount of \$70 one way and \$140 round trip to the airport; valid receipts must be submitted to support the expenditure in order to obtain reimbursement.

### **The special circumstances under which a point-to-point car service may be used and be fully reimbursed include the following:**

- Travel departure/arrival times are outside of the normal business day, defined as being between 8:00 AM - 8:00 PM.
- The traveler has a physical disability.
- The traveler has a valid medical reason (doctor's note required).
- Two or more travelers on the same flight share the car service.
- The traveler is a visitor to the Laboratory (colloquium speaker, interviewee).
- Other circumstances with appropriate justification and approved by a Deputy Director.

The Travel Office may also authorize the use of a car service when it is the lowest cost option or under other special circumstances not described above.

The Travel Guidelines will be revised to incorporate the changes described above.

This change to the Laboratory's policy is driven by the recent guidelines published by the OMB and the DOE, and PPPL's desire to reduce travel costs in these times of very tight budgets.

**NOTES:**

The Travel Office has negotiated rates with State Shuttle for travel to Newark, Philadelphia and JFK airports. The options available for PPPL travelers when using this service are described below:

- Newark Airport – Traveler is picked up by a shuttle at his/her home, transported to a designated shuttle stop and transferred to another vehicle to go to the airport. Another option is for the traveler to drive to a designated shuttle stop, such as the Wyndham Hotel (free parking is available), to pick up the shuttle to the airport.
- Philadelphia Airport – Traveler is picked up at his/her home and driven directly to the airport. There may be stops en route to pick up additional passengers.
- JFK Airport – Traveler is picked up by a shuttle at his/her home, transported to a designated shuttle stop (or the traveler may drive and park at a designated shuttle stop) and transferred to another vehicle to go to Newark Airport. Traveler must then transfer at Newark Airport to another shuttle to go to JFK.

Travelers must advise the Travel Office if they would like the office to make reservations for State Shuttle on their behalf and indicate the pick-up and drop-off locations (home or specific shuttle stop).

Parking information for Newark Airport, JFK and Philadelphia is available using one of The Parking Spot parking facilities listed under the website link <http://www.theparkingspot.com/>

**Maximum daily Parking reimbursements:**

- Newark Airport - The maximum daily rate that will be reimbursed is \$15.00
- Philadelphia Airport – The maximum daily rate that will be reimbursed is \$10.00
- JFK Airport – The maximum daily rate is \$20.00