Data Science for All: Designing the Successful Inclusion of Data Science in High School Computer Science Workshop

January 16-17, 2020 from 9am-4:30pm ET
Cornell Tech, Roosevelt Island, NYC

Travel Logistics

Please use the following guidelines when arranging travel and completing reimbursements.

Transportation: NYSCI will reimburse reasonable expenses for airfare, train fare, rental car and gas, taxi/shuttle, or $0.58 per mile for use of your own vehicle as well as parking and tolls. Airfare (or other transportation) should not exceed the basic and least expensive option available (e.g. economy class) within reasonable travel parameters.

NYSCI has engaged the services of a travel agency, Stewart International Travel. Please call or email Claire Cafferty at 617-738-1575 or claire@stewartintltravel.com if you need assistance in reserving flight or train arrangements and wish to defer upfront transportation costs to NYSCI.

Lodging:
Cornell Tech is located at 2 W Loop Road, New York, NY, 10044. The two nearest airports are Laguardia and JFK. NYSCI will reimburse participants for the actual cost of lodging not to exceed the monthly per diem rates outlined by the GSA guidelines.

Lodging is being provided by **Aloft Long Island City-Manhattan View**. Book your group rate for NYSCI_DS4ALL by clicking the link or calling the hotel directly at 888-236-2427 and mentioning the group name NYSCI_DS4ALL. The last day to reserve guaranteed lodging at the competitive group rate is January 7, 2020.

Meals and incidental expenses: NYSCI will reimburse participants for the actual cost of meals and incidental expenses not to exceed the GSA guidelines for each meal and at a reduced rate of 75% on the first and last day of travel (details below). If NYSCI provides a meal(s) as part of an organized activity, participants cannot request reimbursement for the same meal. (Ex. NYSCI provides dinner, participants choose to dine on their own, they cannot request reimbursement for that meal.) Alcohol is an unallowable expense. All meal receipts **must** be itemized.

Destination	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
New York City	$76	$18	$19	$34	$5	$57

Itemized receipts with proof of payment method are required for all reimbursable expenses including transportation, lodging, and meals. Please submit all receipts either electronically or by mail, along with a signed W-9 form, to Laycca Umer, lumer@nysci.org, for reimbursement by **May 1, 2020**. No reimbursement requests will be accepted after this date.