

TRAVEL & REIMBURSEMENT INFORMATION FOR PANELISTS

Media Multitasking Workshop - July 15th 2009, 8:30am – 5:00pm

Wallenberg Hall, Stanford University

Reimbursements:

- **For prompt reimbursement, keep all receipts, invoices, boarding passes, and flight itineraries. All receipts/invoices/itineraries must show a paid or zero balance.** If paying with credit card, the card must correspond to the attendee's name.
- NSF will cover the following expenses **with receipts/passes/paid invoices:**
 - Coach airfare to seminar
 - Ground transportation to/from airport
 - Gas or mileage for driving to/from seminar (Standard mileage rate of 55 cents approved by US Treasury Department)
 - Meals while traveling to/from seminar
- Please complete a W-9 form: <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>
- **Submit completed W-9 form with all receipts and paid invoices to:**
Attn: Helen Roque
Cordura Hall
210 Panama Street
Stanford, CA 94305-4115
- Your reimbursement will be processed in 2 – 4 weeks

Hotel:

- We have secured a block rate for seminar participants at the **Stanford Terrace Inn**. To be reimbursed for hotel expenses, you need to stay at this hotel.
- **Please call the Stanford Terrace Inn before July 7th** at (650) 857-0333 to receive the block rate (\$115/night). Reserve your room using your credit card number. The block rate will be applied when you provide your name, which is registered with the NSF multitasking group. The rate includes free parking in a secure, underground location, seminar shuttle, internet, and continental breakfast.
- The Stanford Terrace Inn is located at 531 Stanford Avenue, Palo Alto, CA 94306-1194. Tel: (650) 857-0333. More information can be found at: www.stanfordterraceinn.com

Transportation: Airport to/from Stanford Terrace Inn:

- **Van Services:** Listed below are two van services. There are several other operators available in the airport shuttle areas of the SFO and SJC airports. Reservations are recommended though not required for transport from the airport to the Stanford area. However, reservations are required for return to the airport.
 - South & East Bay Airport Shuttle (serving SFO and SJC): Call (800) 548-4664 or (408) 559-9477. About \$20 one-way to the Stanford area from either SFO or SJC. Please visit their website to reserve online for 20% discounted fares. Pick-up is outside baggage claim.
 - Super Shuttle (serving SFO and SJC): Call (800) 258-3826, or (415) 558-8500 (SFO), or (650) 558-8500 (SJC). About \$27 one-way. Pick-up is upstairs on departure level at marked locations. Runs 24-hours a day.

- **Taxi Service:** You do not need a reservation for taxi service; taxis are abundant at the arrival area of the airport. If you would like to reserve a cab in advance, you may call 101 Limo and Taxi at (650) 630-0890. Fares with cab companies can run from \$60 to \$75 from SFO and SJC to the Stanford area; ask the driver up front how much it will cost. To return to the airport, you must make a reservation at least a couple of hours in advance of your departure. All prices and schedules are subject to change; call for the latest pricing.

Transportation: Stanford Terrace Inn to/from Wallenberg Hall (Stanford University):

- **Getting to the seminar:** We have reserved a shuttle to take you from the Stanford Terrace Inn to Wallenberg Hall. Shuttles will leave from the hotel lobby at 8am, 8:15am, and 8:30am. Please arrive 5 min before departure time and note that the shuttle is a 7-passenger vehicle. The driving time is approximately 10 min.
- **After the seminar:** You may call the hotel (650) 857-0333, tell them you are at the Oval, and they will pick you up. Alternatively, you can take the Stanford Marguerite C-line at the top of the Oval to Yale Street, which is down the street from the hotel.

Parking:

- If parking at Stanford University, contact Gina Grimsby (missgina@stanford.edu) to request a day-use parking pass. We suggest that you park in the metered spots around **the Oval**, which is at the end of Palm Drive. Drop a coin into your meter and come to Wallenberg Hall to pick up a complimentary one-day parking pass from the seminar registration desk. The parking pass will save you from having to feed the meter all day. For more detailed information about visitor parking on campus, visit Stanford's Parking and Transportation Office.
- If parking at the Stanford Terrace Inn, free parking is included with the room, in a secure, underground location.



Wallenberg Hall