Travel and Hotel Information

1st Step: Travel Arrangements

Make your travel arrangements to arrive on Tuesday, February 21st so that you will have time to get settled into your hotel, The Wyndham Pittsburgh, University Center. Check in is any time after 4pm; however, if you arrive earlier due to flight times, the hotel will accommodate you with alternate space until your official check in time.

The Wyndham Pittsburgh, University Center

Students are responsible for their own travel arrangements. You will be reimbursed for travel. Remember - book a flight as soon as possible for the best airfare! If you are driving, please record your mileage at the beginning and end of your round trip. Visitors using a personal vehicle will be reimbursed for mileage at 57.5 cents per mile, and any tolls with receipts.

Please visit the CMU visitor's website: http://www.cmu.edu/about/visit/index.shtml for information on directions, campus maps, and local transportation.

The LTI has arranged pre-reservations at the Wyndham Pittsburgh, University Center for students from Tuesday, February 21st – Thursday, February 23rd. This hotel is within walking distance to campus. Hotel expenses (room and tax) for the above days will be billed directly to CMU. Please RSVP if you wish to stay at the Wyndham, by Friday, February 10th at the latest. Note: Any costs incurred from days that you request to stay at the hotel before Tuesday 21st and/or after Thursday, February 23rd will be the students responsibility.

Guests: We understand that choosing a graduate program is a big decision. We encourage students to bring your significant other to the LTI Open House so that they can also visit CMU and Pittsburgh; however, travel allowances may not be used to cover expenses for your significant other.

2nd Step: Notification

RSVP for the LTI Open House 2017 at the following link:

http://lti.cs.cmu.edu/intranet/open-house-2017

E-mail Stacey Young (staceyy@cs.cmu.edu) if you have additional questions or concerns.

3rd Step: Arrival

Arrive and enjoy what the LTI and Pittsburgh have to offer! You will be paired with a student contact that will get in touch with you via e-mail.
4th Step: Reimbursement

Prospective graduate students will be reimbursed for travel expenses up to the allowable amount listed below. This includes airfare, gasoline or mileage, ground transportation, and tolls. This excludes food, airline trip/ticket insurance, personal items or other items purchased while in transit.

Students admitted to the PHD program will be reimbursed up to $750 maximum for travel.

Students admitted to the Masters program will be reimbursed up to $400 maximum for travel.

**Students must submit a receipt to be reimbursed for expenses.**

Please submit the Reimbursement Form with travel receipts. Expenses not accompanied by a receipt will not be reimbursed. Submit all receipts to Stacey Young at the end of the LTI Open House. For receipts acquired during a return trip, please mail to the following address within 30 days:

Stacey Young/Senior Academic Coordinator
Language Technologies Institute
Carnegie Mellon University
5403 Gates Hillman Complex
5000 Forbes Avenue
Pittsburgh PA 15213

Contact Stacey Young (staceyy@cs.cmu.edu) regarding questions or further information.