

**LTI Open House 2025**  
**Travel and Hotel Information**

**Transportation**

Students are responsible for making their own travel arrangements.

You should plan to arrive on the afternoon or evening of Wednesday, March 19th

Remember - book a flight as soon as possible for the best airfare! If you are driving, please record your starting and ending mileage and your departure and return address. Attendees using a personal vehicle will be reimbursed for mileage at the standard IRS rate and any tolls with receipts.

**Lodging**

The LTI has reserved a block of rooms at the Hilton Garden Inn Pittsburgh University Place. <https://hiltongardeninn3.hilton.com/en/hotels/pennsylvania/hilton-garden-inn-pittsburgh-university-place-PITUCGI/index.html>

**Do not contact the hotel directly. All reservations must go through Stacey Young at the LTI. Email: [sf38@andrew.cmu.edu](mailto:sf38@andrew.cmu.edu)**

The LTI will cover your hotel expenses (room, tax and breakfast) for **up to three** nights. You may choose from the following dates:

Wednesday, March 19<sup>th</sup>  
Thursday, March 20<sup>th</sup>  
Friday, March 21<sup>st</sup>

The hotel will bill LTI directly for **up to three** nights. Note: Any costs incurred from days that you request to stay at the hotel before Monday, March 17<sup>th</sup> and/or after Wednesday, March 19<sup>th</sup> and beyond the three-night limit will be **your responsibility**. Regency Transportation will provide transportation. They will pick you up at the hotel Thursday and Friday morning at 8:30am and drop you off in front of the Gates Hillman Complex. You will be met at the door of GHC. You will also be picked up at the Gates Hillman Complex by the shuttle for transportation to the reception on Thursday evening at Phipps Conservatory, then back to the hotel after the reception is over.

If you are staying Friday night, there will be a pickup at 4pm on Friday from Gates-Hillman back to the hotel. If you are *not* staying Friday night, *please bring your bags with you to campus on Friday*. You may depart directly from campus by the method of your choosing.

**Arrival**

Arrive and enjoy what the LTI and Pittsburgh have to offer!

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

You will be paired with a student contact who will get in touch with you via e-mail prior to your arrival.

## Reimbursement

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

Guests: We understand that choosing a graduate program is a big decision. We encourage you 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.

Students admitted to the PHD program will be reimbursed up to \$800 maximum for travel.

Students admitted to the MLT program will be reimbursed up to \$500 maximum for travel.

**Students must submit an itemized receipt to be reimbursed for expenses.**

Expenses not accompanied by a receipt will not be reimbursed.

Beginning in April, the LTI will initiate a reimbursement request on your behalf. You will receive an e-mail notifying you that a reimbursement request has been started. When you receive this notification, you have 15 days to complete your portion of the form and upload your receipts. Once you have completed your part, the LTI will review the expenses that you have submitted and, if all criteria for reimbursement is met, approve your submission for payment.