



KNIGHTS OF COLUMBUS

COLLEGE KNIGHTS: LEADERS FOR LIFE.

2014 COLLEGE COUNCIL CONFERENCE

Guidelines for Travel and Reimbursement

September 26 – 28, 2014
Omni New Haven Hotel at Yale
New Haven, Connecticut

Travel Arrangements

You are responsible for making your own travel arrangements. Please follow the guidelines below when purchasing tickets, etc. (Prices listed for ground transportation services are subject to change.)

If you plan to travel by air, please use a travel search engine (e.g. Kayak.com) to purchase airline tickets. These sites aggregate the information from airline websites and discount travel sites (e.g. Expedia.com, Orbitz.com, Travelocity.com, etc.) to find the best prices available.

Airfare should be purchased in advance, and no later than Friday, September 12, 2014 (two weeks before the conference). If you have an expensive itinerary, please contact the Supreme Council staff before booking your ticket, as we may be able to find you a better deal with our travel agents. We appreciate your assistance in trying to keep travel costs low, especially if you qualify for reimbursement by the Supreme Council.

To reduce costs, we encourage you to fly into one of the following major tri-state area airports:

John F. Kennedy International Airport (JFK) in Queens, New York City;

LaGuardia Airport (LGA) in Queens, New York City;

Newark Liberty International Airport (EWR) in Newark, New Jersey; and

Bradley International Airport (BDL) in Hartford, Connecticut.

Detailed directions from each of these airports to New Haven may be found below. Subject to train schedules and road traffic, a one-way trip from Newark or New York City airports to New Haven will take approximately three (3) hours. Please plan accordingly and give yourself plenty of time to arrive in time for Friday evening's activities or make your departing flight on Sunday. Plan to arrive in New Haven by 5:00 PM on Friday, and to depart from New Haven no earlier than 12:00 PM on Sunday.

Directions from John F. Kennedy International Airport (JFK)

Upon arrival at the airport, use the **New York Airport Service** express bus to travel to Grand Central Terminal in Manhattan. Transit time between John F. Kennedy International Airport and Grand Central Terminal is approximately one hour. If you are traveling with a group, it may be cost-effective to share a taxicab.

Upon arrival at Grand Central Terminal, purchase a ticket to New Haven for the **Metro-North Railroad**. Transit time between Grand Central Terminal and Union Station in New Haven is approximately one hour and forty-five minutes.

On weekdays, there is a free shuttle service that provides transportation between Union Station and downtown New Haven. This shuttle runs every twenty minutes and drops off in front of the hotel. More information may be found at CT Transit:

<http://www.cttransit.com/routesschedules/unionstation.asp>.

Alternatively, you can take a taxicab from Union Station to the **Omni New Haven Hotel at Yale (155 Temple Street)**.

Directions from LaGuardia Airport (LGA)

Upon arrival at the airport, use the **New York Airport Service** express bus to travel to Grand Central Terminal in Manhattan. Transit time between LaGuardia Airport and Grand Central Terminal is approximately forty-five minutes. If you are traveling with a group, it may be cost-effective to share a taxicab.

Upon arrival at Grand Central Terminal, purchase a ticket to New Haven for the **Metro-North Railroad**. Transit time between Grand Central Terminal and Union Station in New Haven is approximately one hour and forty-five minutes.

On weekdays, there is a free shuttle service that provides transportation between Union Station and downtown New Haven. This shuttle runs every twenty minutes and drops off in front of the hotel. More information may be found at CT Transit:

<http://www.cttransit.com/routesschedules/unionstation.asp>.

Alternatively, you can take a taxicab from Union Station to the **Omni New Haven Hotel at Yale (155 Temple Street)**.

Directions from Newark Liberty International Airport (EWR)

Upon arrival at the airport, use the **Newark Liberty Airport Express** bus to travel to Grand Central Terminal in Manhattan. Transit time between Newark Liberty International Airport and Grand Central Terminal is approximately forty-five minutes.

Upon arrival at Grand Central Terminal, purchase a ticket to New Haven for the **Metro-North Railroad**. Transit time between Grand Central Terminal and Union Station in New Haven is approximately one hour and forty-five minutes.

Alternatively, you may consider taking Amtrak directly from the airport station to New Haven.

On weekdays, there is a free shuttle service that provides transportation between Union Station and downtown New Haven. This shuttle runs every twenty minutes and drops off in front of the hotel. More information may be found at CT Transit:

<http://www.cttransit.com/routesschedules/unionstation.asp>.

Alternatively, you can take a taxicab from Union Station to the **Omni New Haven Hotel at Yale (155 Temple Street)**.

Directions from Bradley International Airport (BDL)

We encourage you to use an airport shuttle service, such as **Connecticut Limo**, to travel from Hartford to New Haven. Reservations may be made online, in advance: <http://www.ctlimo.com/>.

Upon arrival at the airport, proceed to the ground transportation area, or ask the information desk to direct you to the pick-up location for the shuttle.

Your driver should be able to take you directly to your destination: the **Omni New Haven Hotel at Yale (155 Temple Street)**.

Metro-North Railroad

The **Metro-North Railroad** is a commuter rail system.

When traveling from New York to New Haven, peak (i.e. rush hour) fares apply in the morning until 9:00 AM and in the evening from 4:00 PM to 8:00 PM. When traveling from New Haven to New York, peak fares apply in the morning until 9:00 AM. The peak fare for one-way travel between New York and New Haven is \$21.50; the off-peak fare is \$16.25. All weekend fares are off-peak.

We encourage you to purchase your tickets in the station, as fares are much more expensive if you purchase your tickets from the conductor on the train.

More information on the Metro-North Railroad may be found on the Metropolitan Transit Authority website: <http://mta.info/mnr/>

New York Airport Service

The **New York Airport Service** provides safe and reliable transportation between destinations in Manhattan and the New York City airports. Upon arrival at the airport, proceed to the New York Airport Service bus stop, which is located outside baggage claim at every terminal.

Tickets may be purchased online, or on the bus. For more information, please consult the New York Airport Service website: <http://www.nyairportservice.com/>

From LaGuardia Airport to Grand Central Terminal, one-way fare is \$13.00; round-trip fare is \$23.00. From John F. Kennedy International Airport to Grand Central Terminal, one-way fare is \$16.00; round-trip fare is \$29.00.

Newark Liberty Airport Express

The **Newark Liberty Airport Express** provides safe and reliable transportation between destinations in Manhattan and Newark Liberty International Airport. Upon arrival at the airport, proceed to the bus stop, which is located outside baggage claim at terminals A, B and C.

Near Grand Central Terminal, buses load and drop-off at 120 E. 41st Street, between Park Avenue and Lexington Avenue. The main entrance to Grand Central Terminal is located at Park Avenue and 42nd Street.

Tickets may be purchased online, or on the bus. For more information, please consult the Coach USA / Olympia Trails website: <http://www.coachusa.com/olympia/ss.newarkairport.asp>

From Newark Liberty International Airport to Grand Central Terminal, one-way fare is \$16.00; round-trip fare is \$28.00.

Reimbursement Procedures

This year, the Supreme Council will cover the travel costs and Conference Fee (hotel/meals) for one student, the council chaplain, and the financial secretary from each college council. For new councils, star councils, councils that reached 200% NET intake, or achieved 5 new members between Feb – June, the Supreme Council will cover a second student.

Those who attend the conference at the expense of the Supreme Council are responsible for making their own travel arrangements. In the week following the conference, travel stipend checks will be mailed to each council. The council will bear the responsibility of reimbursing the student representative(s) from these funds. These checks will reflect distance from New Haven, CT, and average travel costs from that region. Councils unsure of the travel stipend amount for their state can contact the College Council team.

Conference Fee

There is a \$200.00 Conference Fee to cover lodging and meals throughout the conference. The Supreme Council will cover this fee for attendees that travel at the expense of the Supreme Council. For college councils that send additional representatives above those covered by Supreme, they will be billed this fee in their next council statement. It will be up to the council to collect this fee from the individual traveler if it desires.