

Travel Instructions for Emory-Tibet Science Initiative (ETSI) Faculty Participating in the 2017 Summer Intensive Program

Before purchasing the airline tickets, please refer to document titled 'Suggested Itinerary ETSI 2017 Faculty', which shows important dates for travel. The document can be accessed at <https://tibet.emory.edu/documents/ETSI-2017-Suggested-Itineraries.pdf>

Faculty Teaching at Sera Monastery:

- **International Airfare:** Purchase a round-trip airfare to Bangalore. (See the section on Purchasing Airline Tickets below.)
- **Hotel:** ETSI will arrange rooms for faculty teaching at Sera Monastery at **Hotel Presidency**, which is located near Bengaluru International Airport (about 5-10 mins. ride). The faculty will spend the night of their arrival, and a night prior to their departure to the United States at this hotel. A representative from the Hotel will meet the faculty at the airport and take him/her to the hotel. Breakfast is complimentary. The hotel reservation will be done by ETSI.

Hotel Presidency website <http://www.hotelpresidencyblr.com>

ETSI's contact person at the hotel: Mrs. Usha

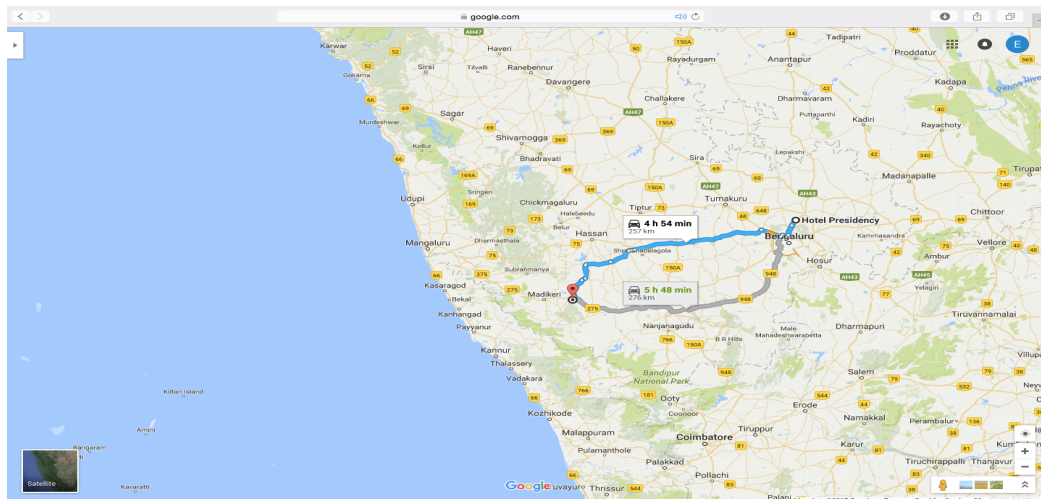
Email: enquiry@hotelpresidencyblr.com

Hotel phone number: 962-022-2807; 962-022-2809

(To call from the US, dial 011, then India's country code 91)

Mrs. Usha's mobile number: 962-022-2806. This number is only for emergency use.

- **Car to Sera:** On-site ETSI science coordinators from Sera Monastery will meet the faculty at the hotel the next morning and ride with the faculty to Sera Monastery, which is about 5 hours away. Please plan on leaving the hotel around 10:30 am.



- **Return Travel:** Either the on-site science coordinator or the local ETSI program staff will accompany the faculty on the ride back to Hotel Presidency in Bangalore. The faculty can spend the night at the hotel before flying back to the US. The hotel will be informed of the flight schedule and it will arrange a drop-off service to the airport.

Faculty Teaching at Gaden or Drepung Monasteries:

- **International Airfare:** Purchase a round-trip airfare to Mumbai. (See the section on Purchasing Airline Tickets below.)
- **Domestic Airfare:** ETSI will purchase a round-trip Mumbai-Belgaum air tickets (SpiceJet Airlines) for all the faculty going to Gaden or Drepung. If spouse/partner is traveling, the faculty must inform us in advance. We will send this flight itinerary to the faculty by April 2017 – a month before the ETSI Summer Program begins.
- **Hotel:** ETSI will arrange rooms for faculty teaching at Drepung and Gaden at Hotel IBIS, which is located near Mumbai International Airport (about 10-15 mins. ride). The faculty will spend the night of their arrival, and a night prior to their departure to the United States at this hotel. A representative from the hotel will meet the faculty at the airport and take him/her to the hotel. Breakfast is complementary. The hotel reservation will be done by ETSI.

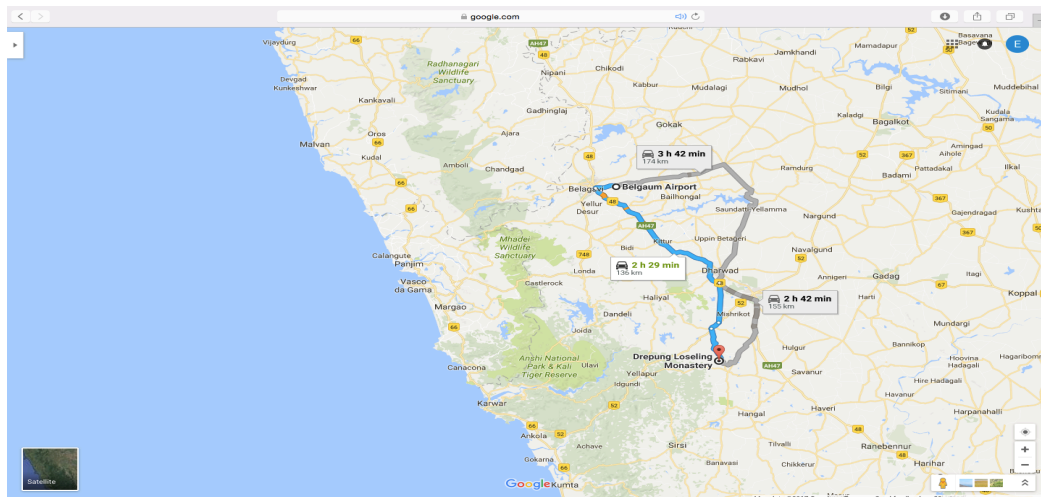
Hotel IBIS website: <http://www.ibis.com/gb/hotel-6367-ibis-mumbai-airport/index.shtml>

ETSI's contact person at the hotel: Mr. Lilesh Salve

Email: Lilesh.SALVE@accor.com;

Hotel number: 226-716-7777 (to call from the US, dial 011, then India's country code 91)
Mr. Lilesh Salve's number: 916-779-7722 (cell); 226-716-7799 (work) This number is only for emergency use.

- **Mumbai Domestic Airport:** The hotel will provide transportation to the Domestic Terminal of Mumbai Airport for the Mumbai-Belgaum flight. Flight tickets will be sent to the faculty in April 2017. The flight duration from Mumbai to Belgaum is about an hour and there is only one flight daily.
- **Car to Monasteries:** On-site ETSI science coordinators from Drepung and Gaden Monasteries will pick up the faculty at the Belgaum airport and accompany them to their respective monasteries, which is about 2-3 hours' drive away.



- **Return Travel:** Either the on-site science coordinators or the local ETSI program staff will accompany the faculty to go to the Belgaum airport. From there the faculty flies to Mumbai where he/she can spend a night at Hotel IBIS before catching flight back to the US. The hotel will be informed of the flight schedule and it will arrange a drop-off service to the airport.

Other Travel Plans: Faculty members are certainly free to make personal excursions at his/her personal expense before or after the teaching days at the monastery. Please share your personal travel plans with ETSI Program Coordinators. However, faculty must arrive, or be, at the Presidency Hotel or Belgaum airport on the slotted dates so that the monasteries can make pick-up arrangements in groups. Please see 'Suggested Itinerary for ETSI 2017 Faculty' on ETSI website.

Purchasing Airline Tickets:

Emory faculty/graduate students are required to use one of the approved Travel Agencies (Tbiz, BCD, or Maupin). The links to the websites of these agencies are present on the Emory Finance website. For on-line purchases, the ETSI accounting smartkey (0000047845) can be used or the faculty can charge their Emory Corporate Card. For any assistance, kindly contact Maupin Travel. Maupin has been provided with the ETSI 2017 faculty names and they will charge your flight ticket directly to our Emory account, and your spouse/partner's ticket to the traveler's personal card.

Non-Emory faculty should contact Maupin Travel. They have been provided with all the ETSI faculty names and also spouses/partner names. They can assist you with travel arrangements and will charge the airfare to our Emory account, and your spouse/partner's ticket to the traveler's personal card.

Note: Only ETSI faculty expenses can be charged to the ETSI account or corporate card. Guests must make payment using their personal credit cards.

Maupin Travel

8:30am – 5:30pm ET Monday-Friday

1-800-786-2738; 1-919-821-2146

Email: emory@maupintravel.com

After-hours emergency assistance toll free number for India: 000-800-100-3469

As soon as you have made your airline arrangements, send a copy of your ticket to tdolka2@emory.edu

(If you have purchased a ticket for your spouse/partner, please send a copy of his/her ticket as well.)

For your return travel, you may choose to stay one night and spend the next day sightseeing before returning to the airport around midnight for the flight back to the USA. Or schedule your international return flight for the same evening you arrive back in either Bangalore or Mumbai. See the 'ETSI 2016 Suggested itineraries'.

Expenses Paid by ETSI Program: The ETSI program will pay for **direct international coach/economy airfares, one night stay at hotel upon arrival and one or two nights stay at hotel prior to departure from India.** ETSI will also provide a total of \$255 (per diem) to cover miscellaneous expenses such as tips, meals, or other charges incurred en-route. Your lodging and meals while at the monasteries will be provided by the respective monastery.

Arrangements for car travel to the monasteries and Guest House reservations can only be confirmed by the local ETSI Science Coordinators once they receive the faculty travel plans from us.

Questions/Comments/Suggestions: For assistance in finalizing your plans, please contact:
Jim Wynn at jrwynn@emory.edu or phone 404-831-4800