

LTI Open House 2026
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 18th

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:
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 18th
Thursday, March 19th
Friday, March 20th

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 Wednesday, March 18th and/or after Friday, March 20th and beyond the three-night limit will be **your responsibility**. We will meet you in the hotel lobby at 8:00am. Please be sure you are in the lobby no later than 8:15am. Then we will make our way to the Gates Hillman Center. In case of inclement weather we will arrange for Ubers.

Arrival

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

Please visit the CMU visitor's website: <https://www.cmu.edu/visit/visitor-information> 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.

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.

Please direct any questions you may have to Stacey Young (sf38@andrew.cmu.edu).