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Travel Information for RUNN Course Faculty

Travel to Woods Hole

- The MBL is located in Woods Hole on the southern tip of Cape Cod, about 75 miles south of Boston.
- Travelers coming by plane should arrange their arrival/departure from either Logan Airport in Boston or T.F. Green Airport in Providence.
- There is a bus service directly from Logan or Providence to Woods Hole. Please contact Peter Pan Bus Lines online at <http://www.peterpanbus.com> to make your reservation.
 - You will board the bus to Woods Hole outside the baggage claim area. After a two-hour ride, the bus will arrive in front of the Steamship authority in Woods Hole.
 - From the bus depot, turn left on Water Street, then right on MBL Street (5–10-minute walk) to Swope Hall.
- We suggest that you do not fly into Hyannis (which is the closest airport to Woods Hole); there is no public transportation between Hyannis and Woods Hole, and car rentals are very limited.

Staying at the MBL

- Faculty requesting housing accommodations at the MBL will be staying in the [Swope Building](#).
- Rooms are equipped with 2 twin beds. Each unit has two nightstands, a desk, lamps, telephone, and wardrobes.
- In addition, each room has a full bath. Linen service provides sheets, blankets, and towels.
- Please note: Children and pets are not permitted to stay in the Swope Building.

Items to consider when packing:

- Clothing
 - Dress is casual.
 - Be sure to check the forecast prior to arrival. Cold weather and rain are likely to occur this time of year.
 - Some events will be outside.
 - Laundry services will not be available.
- Flip flops for the showers
- Toiletries
- Additional blankets or pillows if the above offerings do not accommodate your needs.
- Medicine such as Advil, Tylenol, Antacid, Antihistamine, etc.
 - Please note: Woods Hole is a beautiful and quaint community but has one store within walking distance of the MBL with limited hours and offerings.
 - Delivery options and local eateries are limited.



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Check-In at the MBL

- Check-In occurs in Swope Hall (7 MBL Street, Woods Hole, MA 02543).
 - If checking in after hours, please press the blue button to the left of the front door and security will come to check you in.
- A photo I.D. is required at check-in.
- The front desk will issue your room key and name badge.
- MBL issued ID Badges must be worn at all times.

Staying Off Campus

- Faculty may request to stay off campus for a variety of reasons whether wanting to better accommodate family, travel plans, etc.
- Off-campus accommodations must be booked and managed directly by the faculty member.
- The SNS will reimburse accommodations at a rate of \$145.00 per night for travel needs related to course travel only.
 - Local hotel options close to the MBL include:
 - [Woods Hole Inn](#) (limited availability) – 0.5 miles from MBL Campus
 - [Woods Hole Passage Inn](#) – 2.4 miles from MBL Campus
 - [Palmer House Inn](#) – 4 miles from MBL Campus

Meals

- The SNS reimburses for meals that occur for faculty during travel only as meals are provided each day of the course for breakfast, lunch, and dinner. At a maximum of \$80 per day.
- Receipts for all meals off campus will be required for reimbursement.

Parking

- A parking permit must be displayed to park in any MBL lot. They are issued at the Swope Front Desk.
- Avoid parking on the street at an expired meter or you will be guaranteed a ticket!

Reimbursement

- Receipts are required for all expenses over \$10.
- Expense reports are to be submitted to the SNS Headquarters within 30 days of travel.
- For all reimbursement policies please refer to the “Faculty Reimbursement Policy for RUNN Course Faculty” document.