



MRED+U

MRED+U Travel Packet

Updated 10/8/19

TABLE OF CONTENTS

Student Travel Policy

Travel Scholarship Policy

Expense Reimbursement Policy

Travel Scholarship Application Form

Travel Itinerary Form

Field Trip Release Form

Expense Reimbursement Form

Sample Expense Reimbursement Package

STUDENT TRAVEL POLICY

The MRED+U Program encourages students to participate in conferences and events for educational and professional opportunities. The MRED+U Program and Advisory Board will sponsor select students to attend conferences and events throughout the academic year.

Prior to Booking Travel / Confirming Trip:

1. Submit Travel Scholarship Application to mredu@miami.edu.
2. If this is a trip outside of the regular recommended events, please provide a description of the event and why you feel it would be valuable to your academic and professional career.
3. Discuss and get approval for potential absences with professors.

Prior to departure: ¹

1. Submit Travel Itinerary Form to mredu@miami.edu (page 4) at least two weeks prior to departure.
2. Submit Field Trip Release Form to mredu@miami.edu (page 5) at least two weeks prior to departure.

After Receiving Scholarship Award Letter:

1. If you received a travel scholarship from MRED+U, refer to page 6 and 7.
2. If you benefit from Federal Financial Aid, you will need to fill out an additional form in order to reimburse your trip. Click on the link to #9-Cost of Attendance Review Form on the Graduate Financial Assistance website, <https://grad-prof.miami.edu/resources/>.

Packing list: ²

1. Business Cards
2. Professional Attire
3. MRED+U Shirt

Code of Conduct: ¹

At the conference, you will be representing yourself, the MRED+U program, and the University of Miami. You are expected to conduct yourself with the highest standards of professionalism. This is a networking and professional development event. The dress code throughout most conferences is Business Casual, but refer to the conference website for specific information. Be prepared with a suit just in case. You are expected to be on time to all events.

After the conference:

1. Follow-up with people you met at the conference. ²
2. Submit one paragraph describing your experience. ¹
3. If you received a travel scholarship from MRED+U, refer to page 6 "How to submit expenses" and page 7 "Travel Scholarship Policy" and submit the "Expense Reimbursement Form" (page 8) along with required documentation.

¹ REQUIRED for all trips/conferences whether you received a travel scholarship or not.

² These items are RECOMMENDED for all trips/conferences whether you received a travel scholarship or not.

TRAVEL SCHOLARSHIP POLICY

The purpose of this Travel Scholarship Policy is to outline a set of procedures and guidelines for scholarship recipients as notified by the MRED+U office encompassing all academic-related travel in order to maximize control over travel costs.

Topics covered by this policy include procedures and guidelines for requesting authorization for travel information on booking, and obtaining reimbursement.

Air or Rail Expenses

The MRED+U program will pay for air or rail fares to the approved destination. Reimbursement limits to be determined based on location. All participants should book their own travel and save original receipts for reimbursement.

We can only accommodate coach class fares (AMTRAK Acela fares are allowed). If a participant wishes to travel in a higher class of service, MRED+U can only reimburse the cost of the equivalent coach fare.

Airline flights purchased with frequent flyer miles, are non-reimbursable.

If a participant needs to travel to or from different destinations rather than round-trip, or dates different than determined in the Scholarship Acceptance Letter, we will only reimburse the lesser of the cost or the equivalent round-trip fare. In this case, please provide a screenshot of what the flight would have cost had you booked for the pre-determined days and locations.

Airfare receipts must include the full itinerary (airline, flight dates, times, etc.) AND the price paid (proof of payment).

Ground Transportation

MRED+U will reimburse ground transportation to and from the airport, as well as any taxi or public transportation expenses incurred traveling to and from the meeting and associated events. Please save your **receipts** for any taxis or public transit. Credit card statements will not be accepted.

Hotel Accommodations

All hotel arrangements are to be organized by the student. Students are expected to share a room, please coordinate and plan accordingly. You may split the cost in advance, or reimburse one person for the entire fee, but this can get confusing so please take note of the limits and split it appropriately. If you stay additional nights, you will only be reimbursed for the nights determined in the Scholarship Acceptance Letter.

Hotel receipts must include all hotel charges and proof of payment.

Meals

No meal expenses are incurred or reimbursed by the MRED+U Program.

Reimbursement Procedures & Accounting Requirements

The Scholarship Acceptance Letter will detail the maximum amount to be reimbursed at the end of the trip. You will only be reimbursed for actual expenses (if you don't reach the maximum amount, you will not be given the difference).

Please send your flight and hotel details to the MRED+U email (mredu@umiami.edu) upon reservation.

Please submit all reimbursement requests within 30 days after the event. All requests should be accompanied by original receipts for all items. University of Miami's Accounting Department may request additional information on expenses that lack proper documentation.

UM/MREDU cannot pay for entertainment, recreational fees or spa services, clothing, special equipment, or other items not listed.

EXPENSE REIMBURSEMENT POLICY

This page applies only to scholarship recipients who received prior notification from MRED+U Program Office.

The MRED+U Program and Advisory Board will sponsor select students to attend conferences and events throughout the academic year at rates specified in the Scholarship Award email. All scholarship recipients are expected to submit one paragraph describing your experience along with your Expense Reimbursement Package. This will be used on the MRED+U website, social media and provided to board members. Please refer to the Travel Policy for details on reimbursable items. Expense Reimbursement Package due 30 days after your return. Reimbursements will be paid according to the account information in CaneLink -- either Direct Deposit or mailed to the address listed. Payments will be processed up to 6 weeks after submitting the forms.

The Total Scholarship Amount to be awarded to selected students is provided in the Scholarship Award email from the MRED+U Program Office. It is expected that hotel rooms are shared with at least 2 adults and rides are shared when possible.

If you spend more in one area, you can pull that from a different area as long as you do not go over the Total Scholarship Amount.

How to submit expenses:

1. Fill out and sign the attached Expense Reimbursement Form (page 8)
2. Scan itemized hotel receipt (see sample page 16). Hotel receipt must include all charges, and zero balance or proof of payment.
3. Scan airfare receipt and itinerary (see sample on page 10-13). Airfare receipt must include itinerary, amount paid and proof of payment.
 - a. Please see Travel Policy regarding flights on dates or destinations outside of the pre-approved. Discuss with MRED+U Office prior to booking if you any questions about this.
4. Label receipts if necessary (i.e. "Taxi from Airport to Hotel"; "Screenshot of flight price for approved days"). See sample on page 14-15 of Travel Packet.
5. Package forms and receipts into one PDF document.
6. Email package to mredu@miami.edu

Important Note: If you have received a funding from any other source to subsidize this trip, you are not eligible for this scholarship. We have a set Travel Scholarship budget for the Academic Year. Using funds inappropriately will lead to diminished funds for future travel opportunities.

TRAVEL SCHOLARSHIP APPLICATION

SUBMITTED 2 WEEKS PRIOR TO EVENT

Name _____

Cell Phone _____

Flight Information

To (destination city) _____

Departure Date _____

Departure Airport _____

Departure Airline _____ Departure Flight Number _____

Arrival Time _____

If traveling from somewhere other than Miami:

Return To Miami

Departure Date _____

Departure Airport _____

Departure Airline _____ Departure Flight Number _____

Arrival Time _____

If traveling to somewhere other than Miami:

Lodging Information

Hotel Name _____

Address _____

Roommates _____

TRAVEL ITINERARY FORM

SUBMITTED 2 WEEKS PRIOR TO EVENT

Name _____

Cell Phone _____

Flight Information

To (destination city) _____

Departure Date _____

Departure Airport _____

Departure Airline _____ Departure Flight Number _____

Arrival Time _____

If traveling from somewhere other than Miami:

Return To Miami

Departure Date _____

Departure Airport _____

Departure Airline _____ Departure Flight Number _____

Arrival Time _____

If traveling to somewhere other than Miami:

Lodging Information

Hotel Name _____

Address _____

Roommates _____

FIELD TRIP RELEASE FORM

SUBMITTED 2 WEEKS PRIOR TO EVENT

For and in consideration of being allowed to participate in the trip going to _____ located at _____ that will take place on ____/____/20____ described in more detail in the attached document, I, in full recognition and appreciation of the dangers and hazards involved in such activity, do hereby agree to assume all risks and responsibilities surrounding my participation in this event and do hereby release and hold harmless the University of Miami, its Trustees, Officers, Directors, Faculty and Employees, and participants from and against any and all liabilities to the undersigned, his/her dependents, assigns, personal representatives, heirs and next of kin for any and all damages, expenses (including attorney fees) claims, judgments, actions or causes of action as a result of any loss or injury to the person or property, including death, which _____ (name of participant) may sustain or suffer during or arising out of activities of the above described event and during transportation to and from such event whether caused by negligence of the University of Miami, of persons acting on its behalf or otherwise.

I understand that the University of Miami does not, in any manner, serve as principal, agent, or partner of any travel agent, commercial carrier or lodging establishment which may provide services or accommodations to the participants. I have read and understand this release and voluntarily sign this document and participate in this trip.

Please print legibly (block letters) and sign your name. Illegible forms will be rejected and returned.

_____/_____/20_____
DATE

PARTICIPANT/STUDENT PRINTED NAME

PARTICIPANT/STUDENT SIGNATURE

I have read and understand this release and I voluntarily allow my son/daughter to participate in this event.

_____/_____/20_____
DATE

PARENT OR GUARDIAN OF PARTICIPANT UNDER 18 YEARS OF AGE

CONSENT TO ADMISSION AND TREATMENT

In the event of injury to the undersigned, born on ____/____/20____, C # ____-____-____, I hereby authorize the University of Miami or representatives thereof to admit me to a facility for emergency medical treatment as may be deemed necessary to my health or welfare.

I hereby consent to whatever medical treatment is deemed necessary. I, on my behalf, and on behalf of my heirs, successors, assigns, and personal representatives, hereby release the University of Miami, its trustees, officers, faculty and employees from any and all claims arising from my admission to such facility or from such treatment administered by such facility.

Persons to contact in the event of as emergency are listed below.

_____/_____/20_____
DATE

PARTICIPANT/STUDENT PRINTED NAME

PARTICIPANT/STUDENT SIGNATURE

In the event of an emergency, please contact:

NAME	ADDRESS	TELEPHONE
------	---------	-----------

NAME	ADDRESS	TELEPHONE
------	---------	-----------

EXPENSE REIMBURSEMENT FORM

Please see Travel Scholarship Policy and Expense Reimbursement Policy for detailed information on how to submit this form. Attach itemized receipts showing proof of payment, labeled (see Travel Packet for details). Expense Reimbursement Form and receipts due 30 days after your return. Reimbursements will be paid according to the account information in CaneLink -- either Direct Deposit or mailed to the address listed. Payments will be processed up to 6 weeks after submitting the forms. Email form and all receipts to mredu@miami.edu. DON'T FORGET TO SIGN!

Name _____

Email _____

Phone _____

EMPL ID _____

Trip Location / Conference Name _____

Experience Statement (REQUIRED: Statements may be posted to social media, website and submitted to the MRED+U Advisory Board.) _____

DATES	AMOUNT	TYPE	EXPLANATION
		Airfare	Roundtrip coach fair from Miami to _____
		Lodging	Hotel Name _____ # Nights _____ Shared with _____
		Ground Transportation	To/From Hotel/Airport/Conference Center
Total			Total amount requested to be reimbursed.

I attest this expenditure as a valed business expense for the purpose shown above in accordance with University of Miami Travel Policy. I attest I have not received funding from any other source for the purpose shown above.

Traveler's Signature _____

Date _____

Expense Reimbursement Form



Please help us process your expense reimbursement requests by completing this form. Attach ORIGINAL receipts: taped to bond paper and labeled. Email form and all receipts to mred@umiami.edu. Submit physical form and original receipts to Natalie Bixby. **DON'T FORGET TO SIGN!**

Name	Natalie Bixby	Email	nbixby@miami.edu
Address	1223 Dickinson Drive	Phone	305 284 4420
City, State Zip Coral Gables, FL 33146		C#	C01-33-4567

Purpose of Trip	Travel expenses for MRED-U student to attend ULI Fall Meeting in Chicago, IL on November 6-8, 2013
-----------------	--

Dates	Amount	Type	Explanation
11/6-8/2013	\$405.00	Airfare	Round trip coach airfare from Chicago to Miami
11/6-8/2013	\$28.55	Transportation	To/From Airport Home/Hotel
11/5-8/2013	\$694.92	Lodging	Hard Rock Hotel, 3 nights, shared with MRED U student [name]
10/1/2013	\$305.00	Other	Conference Registration
Total		1,463.42	


I approve this expenditure as a valid business expense for the purpose shown in accordance with University and Sponsored Agency approval.

Traveler's Signature	Date
----------------------	------


Bixby, Natalie

From: Delta Air Lines <DeltaAirLines@e.delta.com>
Sent: Friday, October 11, 2013 10:52 AM
To: Bixby, Natalie
Subject: NATALIE B MIAMI 06NOV13

[Comment/Complaint ?](#) | [Add to Address Book ?](#)

delta.com [My Trips](#) [Earn Miles](#)

YOUR ITINERARY AND RECEIPT



To access your boarding pass at the airport, print email now and scan at a Delta self-service kiosk.

Please review before your trip:

Check in for your flight up to 24 hours prior to departure at [delta.com](#) or with the [Fly Delta app](#) - also check flight changes, seats, reserve car and hotels, and much more.

Make changes to eligible tickets through My Trips at [delta.com](#).

If you need to contact us for assistance please call 800 221 2121 or visit [delta.com/help](#).

Thanks for choosing Delta.
Flight Confirmation #: **GKZHHI** | Ticket #: **00623422936360**

[CHECK IN ONLINE >](#)

Your Flight Information

Wed 06NOV				
LV 9:00am	MIAMI	AR 10:56am	ATLANTA	DELTA 1460 ECONOMY (T)
LV 12:15pm	ATLANTA	AR 1:18pm	CHICAGO-OHARE	DELTA 876 ECONOMY (T) Snacks For Sale
Fri 08NOV				
LV 12:40pm	CHICAGO-OHARE	AR 3:32pm	ATLANTA	DELTA 812 ECONOMY (T) Snacks For Sale
LV 5:30pm	ATLANTA	AR 7:24pm	MIAMI	DELTA 1873 ECONOMY (T)

Your Flight Details

[Manage Trip >](#)

[Passenger Details](#) [Flights](#) [Seats](#)

SAMPLE EXPENSE REIMBURSEMENT PACKAGE

NATALIE BIXBY
SkyMiles #*****625

DELTA 1460 27A
DELTA 076 10F
DELTA 812 21A
DELTA 18/3 22E

***Visit delta.com or use the Fly Delta app to view, select or change your seat

Receipt Information

Billing Details

Passenger:	Payment Method:	Ticket Number:
NATALIE BIXBY	AX*****4000	00623422936360
FARE:	336.74 USD	
Taxes/Carrier-imposed Fees:	68.86	
Ticket Amount:	405.60 USD	

This ticket is non-refundable unless issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Notes: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply and are displayed in the sections below.

Details - Taxes/Carrier-imposed Fees

Total:	68.86
Itemized:	10.00 AY 18.00 XF 15.60 ZP 25.26 15

Fare Details

MIA DL X/ATL DL CHI168.37TA07A0NA DL X/ATL DL MIA168.37TA07A0NA
USD336.74END ZP MIAATLORDATL XF MIA4.5ATL4.5ORD4.5ATL4.5

Ticketing Details

Passenger:	Ticket #:	Place of Issue:	Issue Date:	Expiration Date:
NATALIE BIXBY	00623422936360	LAXWEB	11OCT13	11OCT14

Baggage Fees

i Thank you for being a valued customer. The fees below are based on your original ticket purchase information. If you qualify for free or discounted checked baggage, this will be taken into account when you check in.

Airline Rule Applied	Origin	Destination	Baggage			Tax	Total
Wed 06 Nov 2013							
DELTA	MIA	ATL	FREE ¹ CARRY ON	\$25 ¹ FIRST	\$35 ¹ SECOND	\$0.00	\$60.00
DELTA	ATL	ORD	FREE ¹ CARRY ON	FREE FIRST	FREE SECOND	\$0.00	\$0.00

SAMPLE EXPENSE REIMBURSEMENT PACKAGE

Visit delta.com for details on baggage embargos that may apply to your itinerary.						\$60.00
Fri 08 Nov 2013						
DELTA	ORD	ATL	FREE ¹ CARRY ON	\$25 FIRST	\$35 SECOND	\$0.00 \$60.00
DELTA	ATL	MIA	FREE ¹ CARRY ON	FREE FIRST	FREE SECOND	\$0.00 \$0.00
Visit delta.com for details on baggage embargos that may apply to your itinerary.						\$60.00

1: On Delta-operated flights, you may carry on one bag and a small personal item free of charge. Carry-on allowances may differ and fees may apply for flights operated by carriers other than Delta. Contact the operating carrier for detailed carry-on limitations and charges.

BusinessElite/First/Business Class weight allowance reverts to 50 lbs for all checked bags beyond the regular free allowance. Travelers to/from Key West, Florida are limited to one checked bag.


At the time of check in with Delta for Delta-marketed and Delta-operated flight(s) (including Delta connection), SkyMiles Medallion® members, SkyTeam Elite & Elite Plus, Alaska MVP & MVP Gold and active US Military personnel are eligible for fee waivers and other benefits. For more details, visit [delta.com/baggage](#).

At the time of check in with Delta for Delta-marketed and Delta-operated flight(s) (including Delta connection), Basic Cardmembers with a Gold, Platinum, or Reserve Delta SkyMiles Credit Card from American Express are eligible for the first bag fee waiver. Waiver is only for normal bag fee, if any, for the first checked bag that is not overweight or oversized under Delta's applicable rules as set forth in Delta's contract of carriage. See [delta.com/firstbagfree](#) for more details.


A standard checked bag with Delta may be up to 50 lbs and 62 linear inches (per piece). Additional fees apply for oversize, overweight, and/or additional pieces of checked baggage. Please review Delta's baggage guidelines for details. Weight and size restrictions may vary when checking baggage on carriers other than Delta. Contact the operating carrier for detailed checked baggage allowances. You must be checked in at the gate by the applicable check-in deadlines on your reservation may be cancelled. Please review Delta's check-in requirement guidelines for details. Check-in requirements vary by airline, so if your ticket includes travel on other airlines, please check with the operating carrier on your ticket.

Do you have comments about our service? Please [email](#) us to share them.


Questions regarding your upcoming flight? Please contact us at the following:
[Delta](#) 1-800-221-1212 | [Air France](#) 1-800-237-2747 | [Alitalia](#) 1-800-223-5711 | [KLM](#) 1-800-618-0104




SMART PHONE. SMARTER TRAVEL. >
Check in, change seats, check the upgrade list and more with the [Fly Delta app](#).



HILTON HHONORS. >
Earn up to **500 miles per stay** or 1 mile per eligible dollar spent with Hilton HHonors.



FOLLOW YOUR BAG. >
Track your bag just like you track a package on the Fly Delta app or at [delta.com/trackbag](#).



HERTZ. >
Save up to 40% and earn 3,400 miles or more with this [best-in-market](#) Hertz offer.

Terms & Conditions

Conditions of Carriage

Air transportation on Delta and the Delta Connection® carriers is subject to Delta's [conditions of carriage](#). They include terms governing for examples:

- [Limits on our liability](#) for personal injury or death of passengers, and for loss, damage or delay of goods and baggage.
- [Claim restrictions](#) including time periods within which you must file a claim or bring action against us.
- Our right to [change terms](#) of the contract.
- [Check-in requirements](#) and other rules established when we may [refuse carriage](#).
- Our rights and limits of our liability for [delay of failure to perform service](#), including schedule change,

- substitution of alternative air carriers or aircraft, and rerouting.
- Our policy on [overbooking flights](#), and your rights if we deny you boarding due to an oversold flight.

These terms are incorporated by reference into our contract with you. You may view these [conditions of carriage](#) on [delta.com](#), or by requesting a copy from Delta.

You have received this email because you elected to receive your Electronic Ticket receipt sent to you via email. If you would like to take advantage of other Delta email programs featuring special fares, promotions, information and flight updates, please visit: [delta.com/emailprograms](#) or [delta.com/notifications](#).

This document establishes the creation of your electronic EMD(S) in our computer systems. It does not constitute a document of carriage. Where this document is issued for transportation or services other than passenger air transportation, specific terms and conditions may apply. These terms and conditions may be provided separately or may be obtained from the issuing agent.

COPYRIGHT INFORMATION

This email message and its contents are copyrighted and are proprietary products of Delta Air Lines, Inc. Delta Blvd. P.O. Box 20706 Atlanta, GA 30320-6001. Any unauthorized use, reproduction, or transfer of this message or its contents, in any medium, is strictly prohibited.

This is a post only email. Please do not respond to this message.

© 2013 Delta Air Lines, Inc. All rights reserved.

SAMPLE

RECEIPT
NOT VALID FOR TRAVEL

Miami-Dade Transit
Miami Airport
IVM17124
Fri 08 Nov 13 07:47PM

Payment Type: AMEX
Purchase:
\$2.25 SV Full Fare
Amount: \$ 2.25

EASY Ticket #: 8646
Credit Card #: 4000
Auth #: 8.95A2
Ref #: 2722313
Transaction #: 0000140946

FROM MIA AIRPORT
TO UM

FROM HOTEL TO
CONFERENCE

--COPY--

--ORIGINAL--

Yellow Cab

Cab # 2499

MERCHANT COPY

11/07/13 TR 3383

START END MILES

13:45 13:51 0.6

Fare: \$ 5.65

Extra: \$ 0.00

Toll: \$ 0.00

Grch: \$ 0.00

Tip: \$ 2.00

TOTAL: \$ 7.65

Cash: 4000

OTH: 556616

RECEIPT
NOT VALID FOR TRAVEL

Blue Line
203 LaSalle
IVM #: IVM07101
Fri 08 Nov 13 10:43AM

Payment Type: AMEX
Purchase:
New card fee: \$ 0.50
Single Ride Ticket \$ 2.50

Purchase Amount: \$ 3.00

Ticket #: 6287
Credit Card #: 4000
Auth #: 507399
Ref #: 000002768770
Transaction #: 0000002368

For terms and Conditions
please visit the website
below or call
877-669-8368.

www.VentraChicago.com

FROM HOTEL TO
AIRPORT

FROM AIRPORT TO
HOTEL

RECEIPT
NOT VALID FOR TRAVEL

Orange
IVM #: IVM05301
Wed 06 Nov 13 02:03PM

Payment Type: AMEX
Purchase:
Single Ride Ticket \$ 00

Purchase Amount: \$ 4.00

Ticket #: 2805
Credit Card #: 4000
Auth #: 567819
Ref #: 000002682273
Transaction #: 0000006058

For terms and Conditions
please visit the website
below or call
877-669-8368.

www.VentraChicago.com

SAMPLE EXPENSE REIMBURSEMENT PACKAGE

From: Hailo <chicago@hailo.co>
Sent: Thursday, November 07, 2013 3:17 PM
To: Bixby, Natalie
Subject: Hailo taxi receipt



Hi there, thanks for paying with Hailo.

You took a taxi from 153 West Erie Street, Chicago, IL 60604, USA to 169 West Lake Street, Chicago, IL 60604, USA with Abraham K. on Thu 7 Nov 2013 4:45 PM.

You paid using Hailo. \$11.05 has been charged to your American Express card ending 4370.

Motor Fare	\$8.05
Tip	\$3.00
Total	\$11.05

Why not use Hailo now and get two tap access to thousands of taxis in Chicago, with simple card payment? Download now at www.hailo.co

Thank you

Hailo Eill no

Please note this is a receipt for the transaction between you and Abraham K. Please visit our [help center](#) if you need help or contact us.

Ref: CH11450428-62832691757

Email id: CH-P2

FROM HOTEL TO
GROUP DINNER



Ms. Natalie Dixby
1223 Dickinson Drive
Coral Gables FL 33146
United States

Room No. : 2702
Arrival : 11-05-13
Departure : 11-08-13
Page No. : 1 of 1
Folio No. : 5/2/43
Conf. No. : 2819706
Cashier No. : 55

INFORMATION INVOICE

Membership No. :
A/R Number :
Group Code :
Company Name :

Thank You For Staying With Us

11-12-13

Date	Text	Charges	Credits
11-05-13	Room Rate	199.00	
11-05-13	Room State Tax	23.68	
11-05-13	Room City Tax	8.96	
11-06-13	Room Rate	199.00	
11-06-13	Room State Tax	23.68	
11-06-13	Room City Tax	8.96	
11-07-13	Room Rate	199.00	
11-07-13	Room State Tax	23.68	
11-07-13	Room City Tax	8.96	
11-08-13	American Express XXXXXXXXXXXX4000 XXXX		694.92
Total		694.92	694.92
Balance			0.00

Hard Rock Hotel Chicago
230 North Michigan Avenue, Chicago IL 60601
T. 312 345 1000 F. 312 345 1012
www.hardrockhotelchicago.com

**Fall Meeting Registration**

1 message

ULI Customer Service <customerservice@uli.org>

Tue, Oct 1, 2013 at 6:27 PM

To: Natalie Bixby <nbixby@miami.edu>

Dear Ms. Natalie Bixby,

I thank you for registering for the 2013 ULI Fall Meeting. We look forward to seeing you in Chicago on November 5th to 8th. Please review your registration information carefully and E-mail changes to fallreg@uli.org.

REGISTRANT INFORMATION

Full Name: Ms. Natalie Bixby
COMPANY NAME: University of Miami School of Architecture
ADDRESS1: 1223 Dickinson Drive
ADDRESS2:
City/State: Coral Gables / FL
Badge Name: Natalie

Customer	Qty	Item	Sub-Total	Discount	Paid Balance
Ms. Natalie Bixby	1.00	Member Registration (Discounted Price)	\$305.00		\$305.00

Meeting Location:

McCormick Place
2301 S Lakeshore Dr.
Chicago, IL 60616

MEETING HOTELS

Like last year, we are using a dedicated housing system that will provide you with easier access to our reserved hotels. Please [click here](#) to visit ULI's dedicated hotel reservation site.

Once you have completed your reservation, you will receive a separate email from our housing

management company confirming your hotel reservation.

Please be aware of scammers, whom scammers call or text you, pretending to be an official ULJ lodging coordinator.* It is important to note that ULJ does not solicit "special offer" lodging reservations via telephone or fax. ULJ's official housing partner is Experient, Inc. All lodging reservations are to be made directly through our official housing partner via the link in your confirmation email.

We suggest you do not provide credit card information to anyone other than our official housing partner. If you have questions about any unauthorized solicitation, please contact ULJ Customer Service at help@ulj.org or call 800-432-7286 (or +847-866-2623 if calling from outside the United States).

AIRPORT GROUND TRANSPORTATION:

Taxi Services

Taxis are a convenient way to get to and from O'Hare International Airport. There are taxi stands at the lower level curbs front (outside of baggage claim) at each terminal. Please make sure to use the designated taxi stands to ensure you have a licensed taxi driver. Fares vary based on traffic conditions, but an average fare from O'Hare International Airport to downtown Chicago is \$35-\$45.

Shared ride service is available at the taxi stand for those that wish to share a ride and pay a flat rate to certain destinations if multiple parties are available for the trip. Shared ride fares from O'Hare International Airport include downtown (\$22 per person), McCormick Place (\$22 per person), and Midway International Airport (\$35 per person).

The CTA Blue Line "L"

Blue Line train service operates via elevated and subway from O'Hare (on the northwest side of Chicago) to downtown, and then continues through the west side of the city to Oak Park and Forest Park. The normal travel time on the Blue Line from O'Hare to downtown, is 40-45 minutes. Blue Line trains run 24 hours a day, seven days a week; and all trains leaving the O'Hare station go through downtown.

For more details check the Chicago Transit website www.transitchicago.com

Go Airport Express

Go Airport Express offers daily, door-to-door service to/from O'Hare International Airport and most city and suburban neighborhoods. They begin operations during the early morning hours and depart approximately every 10 to 15 minutes from each terminal. Shuttles pick up outside the baggage claim areas in the innermost lane of the lower level roadways of the Domestic and International Terminals. Advanced notice is strongly urged.

To contact Go Airport Express, call 1-800-264-3826 or visit their website www.airportexpress.com

Omega Airport Shuttle

Omega Airport Shuttle offers hourly service between O'Hare and Midway International Airports from the morning until late evening. Allow at least 1 hour for travel time between O'Hare and Midway International Airports. Exact times and conditions are available on the Omega website. Pickup is located at the Bus / Shuttle Center at door number 4.

To contact Omega Airport Shuttle call 773-734-6686 for their latest information or visit their website

MEETING CANCELLATIONS AND REFUNDS

All refund requests must be received in writing. E-mail ULI at fullreg@uli.org, or fax request to +410-626-7146.

If a written request is received by October 11, 2013, there will be a full refund of the registration fee, minus a \$200 processing fee; if the request is received between October 11 and October 18, 2013, there will be a 50% refund of the registration fee.

No registration fee refunds will be issued for requests received at ULI after October 18, 2013.

Verbal requests for refunds will not be accepted; all requests for refunds must be made in writing with an explanation as to why the refund is being requested. Registrations can be transferred to another member of your organization; a \$100 processing fee will apply. If a registration is transferred from a ULI member to another ULI member, the member fee will apply. If a registration is transferred from a ULI member to a nonmember, the nonmember fee will apply. Ticketed events will be refunded 100% for written requests received at least five days prior to the event. After that, tickets are not refundable. We cannot apply your registration fees to another ULI event.

QUESTIONS?

E-mail ULI Customer Service at info@uli.org or call 800-321-5911 (or +410-626-7509) if calling from outside the United States).
For Fall Meeting updates, visit www.uli.org.

ULI-the Urban Land Institute 1025
Thomas Jefferson St., N.W.
Suite 500 West
Washington, D.C. 20007-5201

Manage My Email: my.uli.org
Unsubscribe: [Do Not Disturb](#)

The mission of the Urban Land Institute is to provide leadership in the responsible use of land and in creating and sustaining thriving communities worldwide.

