

Logistics

Please fax a copy of your visa to 303-735-5072 ASAP!

HOTEL:

Rooms will be held for you directly by the hotel and based on your flight information. We have special rates with the hotel so if you have a guest, require extra rooms, or extra days please be sure to email Terry. The rooms and rates are based on either double or single occupancy (price will vary depending on meal program, tips, and tax).

At check-in you will be asked by the hotel to present a credit card for incidentals.

MEALS:

Breakfast and lunch are all-inclusive buffet and are provided in the cost of the hotel rooms for the attendees (rates for this are also available for family members and guests of attendees). On Tuesday the 10th there will be an organized dinner for the entire group, and on Wednesday the 11th the dinner will be hosted by the State of Colima.

If you have family members that will be joining you for the organized meals please let Terry know ahead of time. Terry can provide you with rates for lodging, tips, and meals.

FLIGHTS:

When you register for the workshop at the web site an email is sent to our travel agent Lynn Lojkovik. Lynn will book your tickets directly with the university so please advise her of any flight changes, travel questions and personal flying preferences.

Please be sure to email your itinerary to durham@cslu.colorado.edu if you did not book your ticket with our travel agent. She needs this information to hold the rooms.

TRAVEL REIMBURSEMENTS:

- Air and hotel expenses, along with breakfast and lunch during the workshop (August 10th, 11th, 12th) are paid directly.

- Dinner is included for all workshop participants on the 10th, and 11th. Dinner will be "on your own" for the 12th.

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The per diem allowance will include all meals on August 9th and 13th and dinner on the 12th. We will post the per diem amounts in USD later.

- Reimbursement for terminal expenses will be paid AFTER TRAVEL IS COMPLETED. You must save original receipts for this reimbursement. You can expect to receive reimbursement before October 1, 1999.

Reimbursements will be mailed so please provide durham@cslu.colorado.edu with your most current mailing address if you have not already done so.