MRED+U Travel Packet

Updated 10/8/19
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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 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 an 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

RM Doc. Updated 05/10/11
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 valued 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________________________

Trip Location / Conference Name

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

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

I attest this expenditure as a valued 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 mredu@miami.edu. Submit physical form and original receipts to Natalie Bixby. DON'T FORGET TO SIGN!

<table>
<thead>
<tr>
<th>Name</th>
<th>Natalie Bixby</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>1223 Dickinson Drive</td>
</tr>
<tr>
<td>City, State Zip</td>
<td>Coral Gables, FL 33146</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:nbixby@miami.edu">nbixby@miami.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td>305 284 4420</td>
</tr>
<tr>
<td>C#</td>
<td>C01-23-4567</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Dates</th>
<th>Amount</th>
<th>Type</th>
<th>Explanation</th>
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<tr>
<td>11/6-8/2013</td>
<td>$28.55</td>
<td>Transportation</td>
<td>To/From Airport/Hotel</td>
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<tr>
<td>11/5 -8/2013</td>
<td>$604.92</td>
<td>Lodging</td>
<td>Hard Rock Hotel, 3 nights, shared with MRED-U student [name]</td>
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<tr>
<td>10/1/2013</td>
<td>$305.00</td>
<td>Other</td>
<td>Conference Registration</td>
</tr>
</tbody>
</table>

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 ____________

1223 Dickinson Drive, Coral Gables, Florida 33146 | 305.264.4420 f. 305.284.4426 | mredu@miami.edu
NATALIE BIXBY
SkyMiles #11111111625

DELTA 1460  27A
DELTA 807G  10F
DELTA 812  21A
DELTA 18/3  21B

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

Receipt Information

Billing Details

Passenger: NATALIE BIXBY
Payment Method: AX*********4000
Ticket Number: 00623422936360

FARE: 326.74 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 seating 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 45

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

Ticketing Details

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

Baggage Fees

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<td>ORD</td>
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SAMPLE EXPENSE REIMBURSEMENT PACKAGE
Visit delta.com for details on baggage embargos that may apply to your itinerary.

Fri 08 Nov 2013

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Visit delta.com for details on baggage embargos that may apply to your itinerary.

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 connections), 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 connections), Delta 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 oversize 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 60 lbs and 67 linear inches (per piece). Additional fees apply for 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 airline’s check-in deadlines or 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.

Questions regarding your upcoming flight? Please contact us at the following:

Delta 1-800-221-1212 | Air France 1-800-237-2747 | Alitalia 1-800-223-5718 | KLM 1-800-618-0104

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**FOLLOW YOUR BAG.**
Track your bag just like you track a package on the Fly Delta app or at delta.com/tracbag.

**Hertz.**
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- 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.

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SAMPLE EXPENSE REIMBURSEMENT PACKAGE

FROM MIA AIRPORT TO UM

FROM HOTEL TO CONFERENCE

FROM HOTEL TO AIRPORT

FROM AIRPORT TO HOTEL

SAMPLE
FROM HOTEL TO GROUP DINNER

Hi there, thanks for paying with Hail!

You took a taxi from 50 West Erie Street, Chicago, IL 60603, USA to 400 West Lake Street, Chicago, IL 60606, USA with Natalie K. - Thu 7 Nov 2013 at 6:46 PM.

You paid using Hail, $11.05 has been charged to your American Express card ending 8259.

<table>
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<th>Amount</th>
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<tbody>
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</tr>
<tr>
<td>Tip</td>
<td>$3.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$11.05</strong></td>
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</tbody>
</table>

Why not try Hail now and get two tap access to all the taxis in Chicago, with simple card payments? Download now at www.hailroad.com.

- Hail Elin

Please note this is a receipt for the transaction between you and Abraham K. Please visit our help center if you need further assistance.

Ref: CH1450428-6238281735
Email: ch1@hail
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<tr>
<td>XXXXXXXXXX4000</td>
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| Total   | 694.92                | 694.92  |
|         | Balance               | 0.00    |
Fall Meeting Registration
1 message

ULI Customer Service <customerservice@uli.org>
To: Natalie Bixby <nbixby@miam.edu>

Wed, Oct 2, 2013 at 6:27 PM

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

<table>
<thead>
<tr>
<th>Customer</th>
<th>Qty</th>
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<tbody>
<tr>
<td>Ms. Natalie Bixby</td>
<td>1.00</td>
<td>Member Registration (Discounted Price)</td>
<td>$305.00</td>
<td>$305.00</td>
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</table>

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 announce calls or taxes you, pretending to be an "official UII lodging coordinator." It is important to note that UII does not sell "special offer" lodging reservations via telephone or fax. UII'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 UII Customer Service at fallrog@uii.org or call 800-182-7688 (or +1-417-864-3000 if calling from outside the United States).

AIRPORT GROUND TRANSPORTATION:

Taxi Service

Taxis are a convenient way to get to and from O'Hare International Airport. There are taxi stands at the lower level curb 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 is 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 ($29 per person), and Midway International Airport ($35 per person).

The CTA Blue Line "L"

Blue Line train service operates via elevated walkway 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 passing the O'Hare station go through downtown.

For more details check the Chicago Transit website: [www.transitchicago.com](http://www.transitchicago.com)

Go Airport Express

Go Airport Express offers daily, door-to-door service to/from O'Hare International Airport and most airport 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 1-800-204-3826 or visit their website [www.airportexpress.com](http://www.airportexpress.com)

Omni Airport Shuttle

Omni 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 locations are available on the Omni website. Pickup is located at the Bus/Shuttle Center at door number 4.

To contact Omni Airport Shuttle call 773-734-6500 for their latest information or visit their website
MEETING CANCELLATIONS AND REFUNDS

All refund requests must be received in writing. E-mail ULI at fallreg@uli.org, or fax request to +118-325-7146.

If a written request is received by October 11, 2019, 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 16, 2019, there will be a 50% refund of the registration fee.

No registration fee refunds will be issued for requests received at ULI after October 16, 2019.

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. 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 fallreg@uli.org or call 855-321-5611 (or +118-325-7606) if calling from outside the United States.

For Fall Meeting updates, visit www.uli.org.