STUDENT TRAVEL POLICY

The MRED+U Program encourages students to participate in conferences and events for educational and professional opportunities.

After receiving Scholarship Award letter; Prior to departure:
1. 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 #8-Cost of Attendance Review Form on the Graduate Financial Assistance website, https://grad-prof.miami.edu/resources/.
2. Submit Travel Itinerary Form to mredu@miami.edu (page 4).
3. Submit Field Trip Release Form to mredu@miami.edu (page 5).
4. If you received a travel scholarship from MRED+U, refer to page 6 and 7.

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

Code of Conduct:
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 the event is Business Casual, but be prepared with a suit just in case. You are expected to be on time to all events. You may choose which sessions you attend.

After the conference:
1. Submit one paragraph describing your experience.
2. Follow-up with people you met at the conference.
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.
Name ____________________________________________________
Cell Phone ________________________________________________

Flight Information
To (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

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
This page applies only to scholarship recipients who received 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 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. Checks will be mailed to the address listed on the Expense Reimbursement Form 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, print and sign the attached Expense Reimbursement Form
2. Print itemized hotel receipt (see sample page 15). Hotel receipt must include all charges, and zero balance or proof of payment.
3. Print airfare receipt and itinerary (see sample on page 10-13). Airfare receipt must include itinerary, amount paid and proof of payment.
   • 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. Tape or staple all receipts to 8.5x11 paper and label if necessary (i.e. “Taxi from Airport to Hotel”; “Screenshot of flight price for approved days”). See sample on page 14.
5. Scan form and all receipts
6. Package forms and receipts into one PDF document.
7. 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 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 will send reimbursement checks up to six weeks after receiving the expense report and documentation.

UM/MREDU cannot pay for entertainment, recreational fees or spa services, clothing, special equipment, or other items not listed.
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 MRED+U Office. DON’T FORGET TO SIGN!

Name ____________________________________________ Email ____________________________

Address (The check will be mailed to this address)

City, State Zip ____________________________

Phone ____________________________ EMPL ID ____________________________

Purpose of Trip (Briefly describe the purpose of the trip, including dates.)

<table>
<thead>
<tr>
<th>DATES</th>
<th>AMOUNT</th>
<th>TYPE</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Airfare</td>
<td>Roundtrip coach fair from Miami to _________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lodging</td>
<td>Hotel Name ____________________________</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td># Nights ____________________________</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Shared with ____________________________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ground Transportation</td>
<td>To/From Hotel/Airport/Conference Center</td>
</tr>
</tbody>
</table>

Total

Total amount requested to be reimbursed.

I attest this expenditure as a valid 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 ____________________________

1223 Dickinson Drive, Coral Gables, FL 33146 | 305-284-4420 | mredu@miami.edu

EXPENSE REIMBURSEMENT FORM
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</td>
<td>Coral Gables, FL 33146</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 Fall Meeting in Chicago, IL on November 6-8, 2013

<table>
<thead>
<tr>
<th>Dates</th>
<th>Amount</th>
<th>Type</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/6-8/2013</td>
<td>$28.55</td>
<td>Transportation</td>
<td>To/From Airport, Home/Hotel</td>
</tr>
<tr>
<td>11/5/2013</td>
<td>$694.92</td>
<td>Lodging</td>
<td>Hard Rock Hotel, 3 nights, shared with MRED-U student [name]</td>
</tr>
<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. 305.284.4261 | mredu@miami.edu
SAMPLE EXPENSE REIMBURSEMENT PACKAGE
Visit delta.com for details on baggage embargos that may apply to your itinerary.

<table>
<thead>
<tr>
<th>Fri 08 Nov 2013</th>
<th></th>
<th></th>
<th></th>
<th>$60.00</th>
<th></th>
<th></th>
<th></th>
<th>$60.00</th>
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</thead>
<tbody>
<tr>
<td>DELTA</td>
<td>ORD</td>
<td>ATL</td>
<td>FREE $25</td>
<td>$25</td>
<td>FREE $35</td>
<td>$35</td>
<td>FREE</td>
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</tr>
<tr>
<td>DELTA</td>
<td>ATL</td>
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<td>FREE $25</td>
<td>$25</td>
<td>FREE $35</td>
<td>$35</td>
<td>FREE</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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 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 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 on your reservation may be cancelled. Please review Delta’s check-in requirement guidelines for any applicable restrictions. These requirements vary by airline, so if your ticket includes travel on other airlines, please check with the operating airline 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 1-800-223-5715 | KLM 1-800-618-0104

**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 example:

- **Limits on our liability** for personal injury or death of passengers, and for loss, damage of 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.

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

© 2013 Delta Air Lines, Inc. All rights reserved.
Hi there! Thanks for paying with Hail.

You took a taxi from 59 West Erie Street, Chicago, USA to 69 West Lake Street, Chicago, USA on Thu 7 Nov 2013 3:17PM.

You paid using Hail! $11.05 has been charged to your American Express card ending 2218.

<table>
<thead>
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<th>Description</th>
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<tbody>
<tr>
<td>Meter Fare</td>
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<tr>
<td>Tip</td>
<td>$3.00</td>
</tr>
<tr>
<td>Total</td>
<td>$11.05</td>
</tr>
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</table>

Why not try Hail now and get two tap access to Chicago's best taxis. Download now at [www.hailtaxi.com](http://www.hailtaxi.com)

Transit

-Hails Eilis

Please note this is a receipt for the transaction between you and Abraham K. Please visit our [help center](http://www.hailtaxi.com) if you need help or have questions.

Ref: CH114561436-5283269173

Email: dpo@hail.com
<table>
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<td></td>
</tr>
<tr>
<td>11-05-13</td>
<td>Room State Tax</td>
<td>23.68</td>
<td></td>
</tr>
<tr>
<td>11-05-13</td>
<td>Room City Tax</td>
<td>8.96</td>
<td></td>
</tr>
<tr>
<td>11-06-13</td>
<td>Room Rate</td>
<td>199.00</td>
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</tr>
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<td>11-06-13</td>
<td>Room State Tax</td>
<td>23.68</td>
<td></td>
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<tr>
<td>11-06-13</td>
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<tr>
<td>11-07-13</td>
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<td>Room City Tax</td>
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<tr>
<td>11-08-13</td>
<td>American Express</td>
<td>694.92</td>
<td></td>
</tr>
</tbody>
</table>

| XX000X    | XX000X              |         |         |

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
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 Drve |
| ADDRESS2: | 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 | $0.00 | $305.00

**Meeting Location:**

McCook 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 scams, where someone calls or texts 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@uill.org or call 800-132-7550 (or +1-187-384-9629 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 Curbside (outside of bagage 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 subway 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 1-888-284-9826 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 locations are available on the Omega website. Pickup is located at the Bus/Shuttle Center at door number 4.

To contact Omega Airport Shuttle call 773-734-5698 for their latest information or visit their website.
MEETING CANCELLATIONS AND REFUNDS

All refund requests must be received in writing. E-mail ULI at fallmg@uli.org, or fax request to +1-866-326-7146.

If a written request is received by October 11, 2018, 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 14, 2018, there will be a 50% refund of the registration fee.

No registration fee refunds will be issued for requests received at ULI after October 14, 2018.

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 fallmg@uli.org or call 866-321-5011 (or +1-866-326-7508) if calling from outside the United States.

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