

**IM Executive Meeting: February 23-24, 2010**  
**University of New Mexico**  
**Albuquerque, NM**

**Logistic Information**

➤ **Travel Days**

February 22nd (arrival), and February 25th (departure)

➤ **Airline Travel**

- Call or e-mail Rio Grande Travel with your requested arrival/departure schedule (request to speak with a UNM representative and alert them that you are attending an LTER hosted meeting). Contact info: [corporate@rgtravel.com](mailto:corporate@rgtravel.com) or by phone 1-800-778-6861 Local: (505) 768-7979.
- Rio Grande will contact the Network office for authorization and payment.
- You may also purchase the airline ticket yourself and e-mail your itinerary [ggarcia7@unm.edu](mailto:ggarcia7@unm.edu) for reimbursement after the meeting. The amount must be equal to or less than the amount that Rio Grande can obtain

➤ **Automobile Travel**

- Reimbursement will be available at a rate of \$0.505/mile. This amount includes the cost of gas. The amount of automobile travel cannot exceed the amount it would have cost to fly (quotes will be obtained from Rio Grande).

➤ **Lodging**

- The Hyatt Place Uptown, 6901 Arvada Ave NE, Albuquerque, NM 87110 505-872-9000
- A room has already been reserved in your name, however to ensure accuracy please call and confirm your reservation (505) 872-9000
- The hotel is billing our office directly, therefore you should only be billed for incidentals (phone calls, drinks, etc.) when you check out

➤ **Ground Transportation**

- Transportation to the UNM Campus from the hotel is easily accessible using Albuquerque's Rapid Ride bus (see attached map and bus schedule)

➤ **Meeting Location**

- The meeting room is located on the UNM Campus, Ceria Building room 325 (see attached campus map)

➤ **Reimbursement**

- Complete attached form by March 13, 2009
- Submit all original receipts.
- Social Security number and current address are essential.

**\*\*\*Please contact our office if you have any questions!!! (505) 277-2551\*\*\***

**LTER Network Office**  
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