

# Joint Users Committee/SAC Meeting Logistics

## 16 – 18 October 2017

### Meeting Rooms: FL4- 1201/EOL Atrium

#### Hotel

##### Residence Inn

3030 Center Green Drive, Boulder, CO 80301

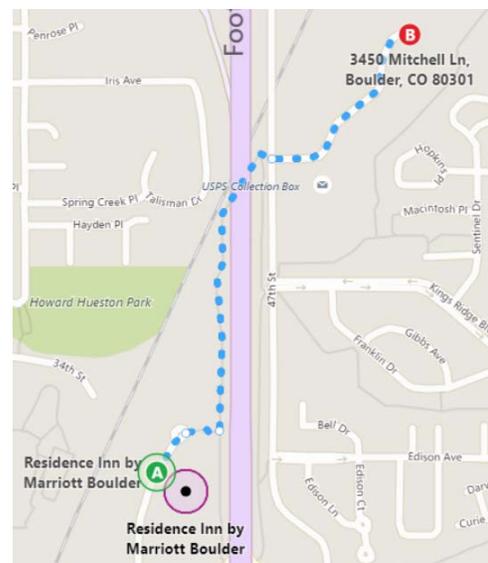
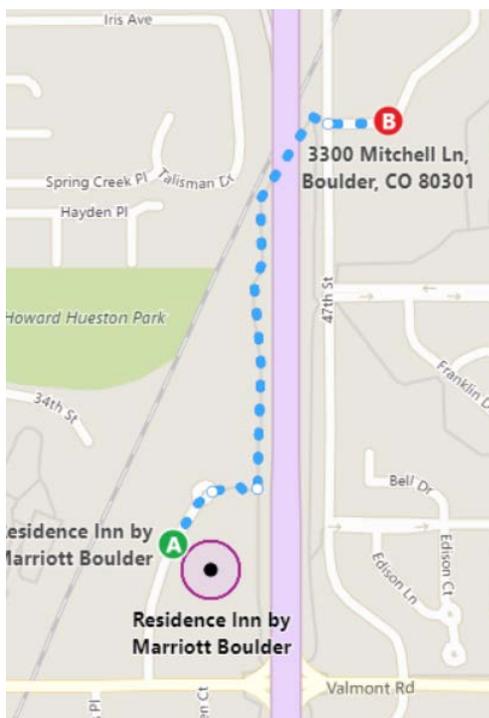
Tel: 303-449 5545

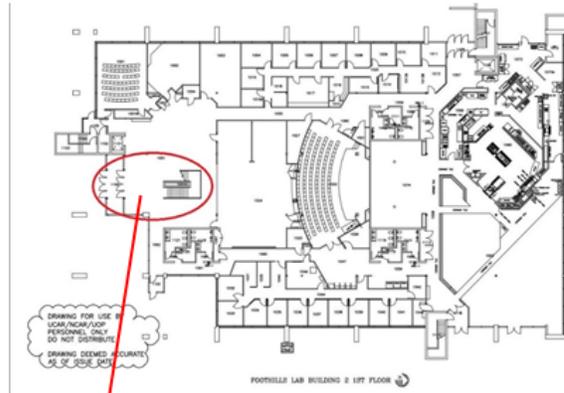
Contact: Jennifer Ford, Event Specialist

Like most hotels, they may take your credit card at check-in for incidentals but the rooms are being direct-billed to UCAR. The hotel does offer a complimentary breakfast but there will be coffee and refreshments in the meeting rooms when you arrive.

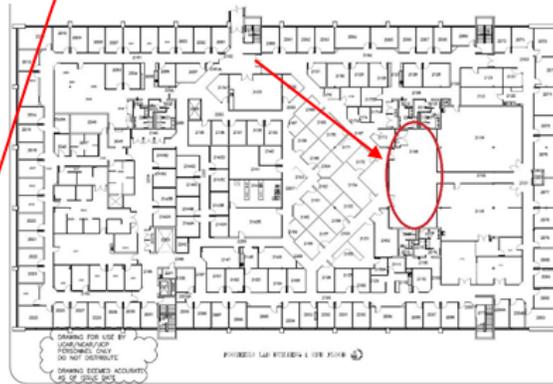
#### Meeting Rooms

The meeting locations are a) the large conference room in FL4 at 3300 Mitchell Lane for Monday 16<sup>th</sup> and Wednesday 18<sup>th</sup> and b) the EOL Atrium in FL1 (aka room #2198) on Tuesday 17<sup>th</sup>. The easiest way to get to the Atrium is to enter via FL2 at 3450 Mitchell Lane, go upstairs to the 2<sup>nd</sup> floor and then take the skyway to FL1. You can park at either building but it might be easier to walk. (NB: the UCAR cafeteria in FL2 does not currently accept credit cards so make sure you have cash on hand.)





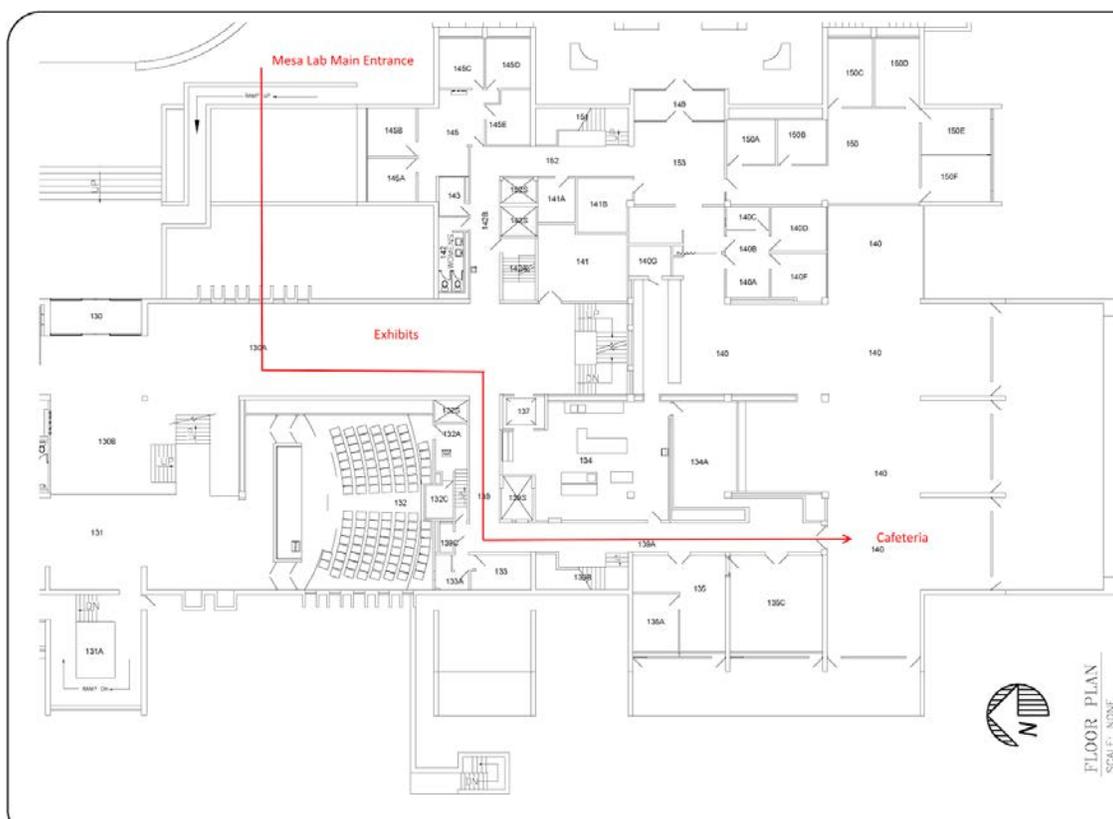
Enter FL-2.  
Go up the stairs and turn left.



Take diagonal hallway  
to the EOL Atrium

Walk the skyway from  
FL-2 to FL-1.





## Round-up

Make sure to keep your receipts for travel to Boulder, especially if you have a rental car. Finance will need the following for reimbursements:

- Final receipt from the rental company showing all the fees and taxes (even if you booked via Cain Travel)
- Any **rental car gas receipts**
- Receipts for parking at your local airports
- Receipts for public transportation including the shuttle at DIA
- Final hotel receipt (if you booked your own)
- Final airfare receipt (if you booked on your own)

All the above receipts should show the dollar amount and proof of payment such as the name and **last 4 digits of your credit card**. Remember UCAR does not reimburse for tips to cab / shuttle drivers.