

HCI+ISE Conference Attendee Allowable Expenses & Reimbursements:

Airfare

You will be reimbursed for up to \$600 for economy airfare. We will need a copy of the receipt and boarding passes. Please contact us if you cannot find a fare for less than \$600.

Lodging

We have reserved a block of rooms at Hotel Albuquerque from Monday, June 10 through Friday, June 14, 2013. The room + tax will be covered by Ideum; however, each attendee will be responsible for their own incidentals and any additional room reservations outside of the dates specified. Your reservation must be submitted no later than **May 21, 2013**. Please complete the attached **guest travel form** once you have all your travel dates decided. If you have specific questions regarding your travel or lodging arrangements please call or email Angela or Rita at the contact information below:

Angela Arzave
angela@ideum.com
505-792-1110 ext. 7004

Rita Sanchez
rita@ideum.com
505-792-1110 ext. 7017

Mailing Address: 2469 Corrales Road
Building C
Corrales, NM 87048

Meals & Incidentals Expenses

All meals will be provided during the conference and for each after hour event. You will have one free evening to be on your own and try out our local cuisine. See the attached listing for recommended restaurants in the area.

Transportation

The hotel provides shuttle service to/from the airport through Sunport Shuttle or you can arrange for a taxi. We encourage you to coordinate travel arrangements with other attendees wherever possible. Travel charges will be reimbursed with receipts submitted. We have arranged all other transportation to/from the conference and to all the evening events with the exception of one evening event which is walking distance to/from the hotel. We are happy to accommodate anyone who cannot do the short distance walk to the event.

Reimbursement Form

A reimbursement form is included for your convenience. A receipt must accompany all reimbursable expenses. Please submit your form no later than **July 1, 2013**.