

UAH TRAVEL ARRANGEMENTS FOR THE 8TH ANNUAL UA SYSTEM SCHOLARS INSTITUTE



The University of Alabama System 2015

SCHOLARS INSTITUTE

May 12-13, 2015

Empowering Today's Learners:
Leveraging Innovations,
Technology, and Universal Design

Where to stay in Birmingham for SI2015:

The designated conference hotel is the **Doubletree in Birmingham**. Please ask for the UAB rate (is \$121.00/night + 17.5% tax) for the Scholars Institute 2015 conference when reserving your room. Our contact is Ms. Belinda Stanley: 205-933-9000.

Alternate accommodations are also available through the Residence Inn (contact is Ms. Kimberly Clark) and the Hotel Highland (contact is Ms. Stephanie Mason-205-933-9555).

All three of these hotels are right on the edge of campus and have reasonable walk times from locations across campus. I have included the updated room rates for each vendor as well as the contact information.

While on site at the SI, meals are covered by the UAB campus and included in the registration. Registration is free for UAH employees and representatives attending the 2 day conference.

What travel expenses will I be claiming?

Since registration and meals are covered, the only compensation needed is per diem each day of the conference, and mileage. See specifics below regarding how each is compensated based on an attendee from UAH's role in the conference itself.

What travel compensation is provided to UAH faculty, staff, and graduate students attending and/or presenting at the SI2015 event?

The UAH Office of the Provost has generously agreed to provide the following compensation to those attending and/or presenting at the 8th Annual UA System Scholars Institute on May 12-13, 2015 at the UAB campus.

- **Presenters/Organizers (Committee members):**
 - Provost's Office provides full conference support if participating as a presenter/committee member for the conference.
 - This includes 2 days per diem and mileage.
- **Attendees (who are not presenting):**
 - Mileage is covered for a minimum of 2 attendees who ride together by the Provost's Office. Please designate your plans for riding on your travel request form.

Any other travel compensation will need to be covered by the department, College, or individual.



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Who to contact for help with travel compensation for SI2015:

Please submit all in-state travel request forms directly to Academic Affairs. Please submit any inquiries regarding any travel compensation for the SI2015 event to academicofficial@uah.edu.

Who is the UAH contact regarding presentations and additional information relating to the SI2015 event?:

If you have any additional questions regarding the upcoming Scholars Institute, please contact Dr. Sherri Restauri at sherri.restauri@uah.edu

See the UAH announcement from the DL website for more information on SI2015:

<http://www.uah.edu/distance-learning/news/5293-2015-ua-system-scholars-institute> and also see the UAB SI2015 website:

<http://www.uab.edu/faculty/teaching/item/395-university-of-alabama-system-scholars-institute>