

Travel to ESSS-06, Moscow, ID – September 24-27, 2006

I. Lodging

Best Western University Inn

1516 Pullman Road

Moscow, Idaho 83843

Tel.: 208-882-0550 or 800-325-8765

Fax: 208-883-3056

Email uibw@moscow.com; Website www.uinnmoscow.com

Room confirmation #s not available yet. Meeting Systems, Inc. will send rooming list to Best Western University Inn 2-3 weeks prior to symposium start date.

Arrive Sunday, 24 September 2006

Check out Wednesday, 27 September 2006

Individual non-smoking rooms reserved for Josh, Gene, & Joel.

ESSS-06 rate: \$60/night plus tax

Cancellation policy: 4pm on arrival date; notify Anne before 21 September if you need to cancel (I won't be available to process a cancellation for you on the weekend).

Reservations guaranteed with Anne's BSU Pcard; however, room charges will be billed to students' personal cards. Students will need to pay for lodging with personal cards and bring original receipts to Anne for reimbursement.

II. Rental vehicle

Enterprise – 208-381-0650, contact April or Steve

Reservation # R268948

Rate: \$29/day, midsize car, BSU contract agency ID: 47ID012

Drivers: Gene Kurz and Joel Brown

Pick up location: Boise Airport, In Terminal (this location is open on Sundays)

Pick up @ noon, Sunday, 24 September 2006

Return ~ 11pm, Wednesday, 27 September 2006

(open 'til midnight; use drop box for return if after hours)

Direct charge to Anne's Pcard; BSU Tax Exempt #: 000012415-S

III. Per diem for Moscow, Idaho

\$30/day for meals and incidental expenses (less for partial days).

Note time of departure from Boise and return to Boise for per diem purposes.

(BSU Travel Policy: Per diem is defined as the reimbursement for meals, meal gratuities, and fees and tips given to porter, baggage carrier, bellhop, hotel maid, steward or stewardess on ships, and hotel servants in foreign countries.)

IV. Receipts

Bring **original** receipts to Anne for reimbursement (exception: receipts not required for meals; per diem will apply).