

NutNet Workshop 2012: Travel Logistics & Payment/Reimbursement Information

Local Addresses & Transportation

The University of Minnesota – Twin Cities has multiple campuses, one in St. Paul and two in Minneapolis named by their position astride the Mississippi River. The “**East Bank**” campus is the main Minneapolis campus and includes the dorm for participants staying there. The **St. Paul campus** is home to the Institute on the Environment which is the site of the meeting.

Participants staying in the dorms will be staying at:

Frontier Hall
Minneapolis, MN 55455
<http://www.housing.umn.edu/halls/frontier/index.html>

The meeting will be held each day at IonE:

325 Learning & Environmental Sciences
1954 Buford Avenue
St. Paul, MN 55108
<http://environment.umn.edu/about/map.html>

The “Campus Connector” (MN shuttle #121) runs every 15 minutes from **7am – 9:30pm** and the trip between the East Bank and St. Paul campus is about 15-20 minutes.

<http://www1.umn.edu/pts/bus/connectors.html>

The shuttle stops multiple places on the East Bank. The closest stop to the dorm is on University Avenue across from Williams Arena, approximately two blocks west and four blocks north of Frontier Hall.

The shuttle stops in St. Paul at Buford & Gortner Avenues, across the street from IonE.

MSP Airport to U of M

Metro Transit is the public transportation system of the Twin Cities. The Hiawatha Line light rail runs from the MSP airport north into downtown Minneapolis (or south to the Mall of America if you are so inclined). Fare is \$1.75 (\$2.75 rush hour) and **ticket must be purchased prior to boarding**. Fare includes a transfer to any bus, good for 2½ hours.

From the MSP airport, take the Hiawatha Line north to the “Downtown East / Metrodome” station. From there, board a #3 or #16 or #50 bus east to the East Bank. Frontier Hall can then be reached on foot or via East Bank Circulator.

Taxi service is also available from MSP to East Bank for fares ranging \$32-40.

Reimbursement Information (for sponsored Participants)

Save your boarding passes for flight reimbursement. Please also retain all **travel-related** receipts for reimbursement if your flight costs are less than the sponsored amount (\$400 domestic / \$900 international).

Upon completion of travel (return home), send the following:

- completed reimbursement form
http://nutnet.umn.edu/files/nutnet/NutNet%20reimbursement%20request_2011.pdf
- itinerary (e.g. email confirmation) from US-flagged air carrier
- at least one boarding pass
- proof of payment (e.g., copy of credit card statement)
- receipts for other transportation costs (parking, shuttle, etc)

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