

Department of Applied Mathematics

Visitor Info Sheet – Lodging, Parking and Room Reservations as of 7.30.26

This sheet summarizes what faculty and staff need to know when hosting a visitor - hotel arrangements, campus parking, and office or classroom space - so your guest's visit goes smoothly.

Airfare

The University of Colorado will reimburse non-employees for the cost of economy seats, unless there is a disability, or extended travel over 8 hours in which case they will reimburse extended legroom if the department approves. Additionally, CU will only reimburse charges made to a credit card, and cannot reimburse the value of credits, miles, rewards, etc.

Hotels

Applied Mathematics (and the University of Colorado) has two preferred hotels for our visitors: [The Limelight Boulder](#) and [The Moxy Boulder University](#). If you need a staff member to reserve a hotel for your visitor, it *will* be at one of these hotels unless you request otherwise.

To book lodging for any APPM speakers (eg. colloquium, seminars) or visiting scholars, please contact Ian Cunningham (amassist@colorado.edu) and he will set that up for you.

CU Boulder has special negotiated rates and booking arrangements with The Limelight Boulder and The Moxy. Applied Mathematics is only able to cover the cost of the room itself. The guest is responsible for other charges made to the hotel. It is likely they will ask for a credit card from the visitor for incidentals to be charged.

Meals and other incidental costs can be reimbursed with receipts, but it is best to discuss these details with one of our department accountants first! We can **never** reimburse for alcohol. It's important to tell your visitors that we cannot reimburse for a tip over 20%, and that receipts that are itemized and that show a method of payment are required to provide a reimbursement.

Parking

We will need your visitor's full name, dates of arrival and departure, and - this is very important - the speedtype that will be charged.

If your guest will be renting a car, or is just driving to Boulder, we can purchase a visitor's parking permit. In addition to the information above, we will also need the **license plate number and state** for the automobile your visitor is using.

Offices and Classrooms on Campus

Ian will always do his best to make sure the visitor has a place to sit while they're on campus, but the further out he can be made aware of a visitor, the more likely the visitor can be accommodated in our scholar's office, our conference room, or even the office of a faculty member on sabbatical.

Not informing Ian of a visitor until after that visitor is already in Ian's office can result in a shrug and a visitor who has to sit in the hallway. If the visitor will be giving a talk that isn't already part of a regularly scheduled seminar, keep in mind that there is no longer much free space on campus — it can be a struggle to find a sizeable room with days or even weeks of notice!

The sooner you can let Ian know about the talk, the **better your chances** of getting a room!

Key Contacts & Resources

Visitor Type	Your Contact
Visiting scholar and Speaker arrangements: (Colloquium or other seminars)	Ian Cunningham: amassist@colorado.edu

This info sheet is a departmental quick-reference and does not replace official CU Boulder HR, Controller's Office, or Parking & Transportation Services policy.