**Sunbelt Leadership Team Meeting – August 14, 2015**

Join meeting via Acano or Telephone. Connection instructions are provided below. The meeting will start at 1:30 ET.

**Agenda**

1. Update and from display structure setup – July 22 – 23 (Scott T.)
2. Work schedule for exhibit teams (Mark & Tim)
3. Passes and distribution – Cash for entry fee as backup (Mark)
4. Backdrop and Graphics (Tracy)
5. September 21st Test Run? (Scott T.)
6. Overnight Arrangements - Lodging and Meal Costs (Scott T. and Sarah)
7. Transportation Costs (Scott T.)
* Travel Authorization is required for everyone - out of state
* Reimbursement cost only, no mileage
* Unauthorized expenses may not be covered
* Please ask first and fill-out your TA
* For more information about UF Travel Policy see “Transportation and Related Expenses” 8.A.3 and “Lodging, Meals, and Related Expenses” 9.A.8.f  <http://www.fa.ufl.edu/directives-and-procedures/travel>

[Next Meeting on-line October 2 - 1:30 PM ET (Last one before Expo!)](http://www.fa.ufl.edu/directives-and-procedures/travel)

Any questions group may need to address.