

## Voyd St. Pierre

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**From:** Gilberta Belgarde  
**Sent:** Tuesday, October 01, 2019 10:35 AM  
**To:** Melissa Han; Voyd St. Pierre  
**Subject:** FW: GEAR UP West Conference, October 20-22, Tacoma, WA

This is the formal acceptance for the GEAR UP West conference. That would be great if I can get your approval. Thank you and I will submit a hardcopy request to Mrs. Han. Thank you.

Sent from [Mail](#) for Windows 10

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**From:** Gilberta Belgarde  
**Sent:** Tuesday, October 1, 2019 10:29:31 AM  
**To:** Garetson, Sam <sgaretson@montana.edu>  
**Subject:** RE: GEAR UP West Conference, October 20-22, Tacoma, WA

Nice, Thank you I will accept the invitation. I will forward this information to our school superintendent for approval. Thank you.

Sent from [Mail](#) for Windows 10

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**From:** Garetson, Sam <sgaretson@montana.edu>  
**Sent:** Tuesday, October 1, 2019 10:12:36 AM  
**To:** Gilberta Belgarde <gilbertab@rockyboy.k12.mt.us>  
**Cc:** Anderson, Travis <tanderson@montana.edu>  
**Subject:** GEAR UP West Conference, October 20-22, Tacoma, WA

Good Morning Gilberta & Congrats!

The GEAR UP State Team would like to extend the offer to attend the **GEAR UP West Conference in Tacoma, WA, October 20-22**. Great to have you, however, if you can no longer attend for any reason please let me know by October 7<sup>th</sup> so we don't overbook our travel. Read on for important information regarding next steps. Thank you for your interest in attending the GU West Conference.

Please take the following next steps.

1. Send a response to this email to confirm attendance.
2. Include your preferred airport of departure and DOB (for flight purchases) in your message.
3. Look for a travel email on October 8<sup>th</sup> with flight times and logistics.

Below are details concerning reimbursement. **Please note you will have 30 days from the time of purchase to turn in forms to be refunded.** Thank you!

The following items are reimbursed by GEAR UP – please retain all receipts!

1. **Mileage:** To and from the airport in Montana at a rate of \$0.27/mile for 1 vehicle per school.
2. **Baggage:** GEAR UP will reimburse for 1 checked bag per participant for each direction.
3. **Airport Transportation:** Transportation between Tacoma Airport and the Hotel via airport shuttle, cab, UBER/LYFT or other.

4. **Meals:** Meals not included in the conference registration will be reimbursed at the following rate:
- Breakfast = \$13
  - Lunch = \$14
  - Dinner = \$23
- Per Diem meals include - Sunday breakfast and lunch (based on travel time), Monday - Tuesday dinners.

The following items are paid in advance by GEAR UP

1. **Flights:** Flights will depart Sunday morning/afternoon and return on Tuesday evening/night. Make sure all your travel documents are up to date.
2. **Hotel:** Reservations have been made at the Courtyard Marriott Tacoma Downtown. You will need a credit at check-in for incidentals.

State Staff Contact Info:  
Sam Garetson – 406-449-9140

Stay tuned for a more in-depth email concerning flight details, room arrangements, and directions and logistics. If you have any questions please reach out to Sam. Welcome aboard, we are excited to have you!

*Sam Garetson*  
Program Manager  
Montana Gear Up  
Office of the Commissioner of Higher Ed

Phone: 406-449-9140  
Send student PII through [securemail here](#)

