



## MEMORANDUM

To: Technical Advisory Committee Members (Colorado DOT, FHWA, Georgia DOT, Iowa DOT, Mississippi DOT, Montana DOT, North Carolina DOT, Texas DOT)

From: Keith Molenaar

Date: 3/18/2013

Cc: David Reeves, Chris Harper

Re: TCM Technical Advisory Committee Travel Contract (TPF: 5-260)

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The University of Colorado is providing travel support for the Transportation Construction Management (TCM) Pooled-Fund study, project TPF: 5-260. Travel will be necessary for the Technical Advisory Committee (TAC) members from sponsoring agencies for face-to-face meetings, which will further the activities for the TCM study. We are expecting to meet twice in the next 122 months.

- ❖ TCM Advisory Committee meeting in conjunction with AASHTO Subcommittee on Construction Conference
  - Detroit, MI – August 12-16, 2013
  - Provide travel for the TCM advisory committee for a maximum of three days. Travel includes flight, hotel, rental car (if necessary) and per diem for meals. Additional attendance will be ideal for this conference, as we should have substantial information to present.
  - Note that conference registration is not included. The cost for registration is not posted at this date, but it will likely be less than \$500. Members may not need to register if they are only attending for the day.
- ❖ Guidebook validation and calibration workshop
  - Boulder, CO – January 2014 timeframe depending on availability of advisory committee members
  - Provide travel for the TCM advisory committee for a maximum of two days. Travel includes flight, hotel, rental car (if necessary) and per diem for meals. This meeting will entail reviewing and testing the decision support tool and associated guidebook draft.

Travel will be administered through the University of Colorado travel agent, Christopherson Business Travel and the university's Concur travel system. All travel will be conducted at approved State of Colorado rates. Determination for which members will be approved for travel will depend on which agency cannot provide travel for these events. Please coordinate with Keith Molenaar at the University of Colorado when booking travel.

If you have any questions, please feel free to contact either David Reeves at 303-757-9518 or Keith Molenaar at 303-735-4276.