Notify him that we follow ASCE reimbursement policy for travel, 14 day min.  advance coach fare, one or two nights hotel, depending on his schedule.     We can /usually offer to pick him up at airport, take him to airport, have either a Board breakfast or Student Breakfast or meeting before the main event at City Club.  I suggest he stay at the Hyatt, or wherever else he feels comfortable.   His hotel rate should be kept to 130 to 150 per night or so if possible.  If he gets a corporate rate, that should be doable.   We can try to locate a deal for him somewhere too if he prefers or is having trouble.