

REGIONS 11 and 13



January 6 and 7, 2012 • Bangalore, India

HOTEL

ITC Windsor, Bengaluru

25, Windsor Square, Golf Course Road • Bangalore 560 052 • Karnataka, India • Phone: 91-80-22269898

ROOM RESERVATIONS

Room rate: 7000 INR per night (\$150 USD per night) plus applicable taxes for single occupancy (includes breakfast)

Room rate: 8500 INR per night (\$180 USD per night) plus applicable taxes for double occupancy (includes breakfast)

In order to receive the discounted room rate you must make your own hotel reservation by December 15, 2011. Let the reservation agent know you are attending the Toastmasters International meeting..

MEALS

Breakfast and lunch will be provided on both training days.

TRAVEL

World Headquarters reimburses travel costs (air, bus, train or mileage if driving) as outlined in **Policy 8.3**.

DRIVING

If you drive to the meeting, you will receive mileage reimbursement at 0.555 cents (USD) per mile, not to exceed the amount of the lowest airfare rate. You must provide a supporting document from a source such as **Mapquest** or **Google Maps** when submitting your reimbursement form.

AIRFARE

If you would like to use a local travel agency or website to make your airline arrangements, you are welcome to do so. To be reimbursed, complete a travel reimbursement form and send it along with a copy of your airfare receipt to aluther@toastmaster.org.

You may also book your flight using Toastmaster's official travel management provider, Ultramar. Please contact our dedicated Ultramar agent, Nury Scala, directly by email at nury.scala@ultramarttravel.com or by phone at 800-532-4042, extension 284. When contacting Ultramar, please provide your travel dates, departure airport and any other preferences regarding your itinerary.

*For full reimbursement, airline reservations must be made **no later than 21 days prior** to your departure date, December 21, 2011.*

AIRPORT/SHUTTLE

The hotel is 33 kilometers (20 miles) from the Bengaluru International Airport. Transportation to and from the airport is available through the hotel for a fee. Contact the hotel directly to schedule your ground transportation.