

REGIONS 6 and 9



January 27 and 28, 2012 • Boston, Massachusetts

HOTEL

Embassy Suites Boston at Logan Airport

207 Porter Street • Boston, MA 02128 • Phone: 617-567-5000 or 1-800-HILTONS

ROOM RESERVATIONS

Room rate: \$99 per night plus applicable taxes (includes breakfast)

In order to receive the discounted room rate, you must make your own hotel reservation by January 5, 2012. 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 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

Please use our official travel management provider, Ultramar, to book your flights. Through Ultramar, World Headquarters pays for your flight directly and approves it at the time of purchase. The only reason for purchasing tickets from another vendor would be if that vendor's cost is lower than Ultramar's.

If you have not already done so, please complete your Ultramar travel profile:

<https://www.ultramartavel.com/EN/travelsync/content/register.asp>

Corp Username: TOAS

Password: UTM312

To make your travel arrangements, please access Ultramar's Web-site at

<https://www.ultramartavel.com/EN/travelsync/content/login.asp>

You may also contact Ultramar agent, Nury Scala, directly by email at nury.scala@ultramartavel.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, January 5, 2012.*

If you find a vendor whose cost is lower than Ultramar's, you must first send a copy of both quotes to aluther@toastmasters.org for approval *prior to booking* outside of Ultramar. If you do receive approval to book through a vendor other than Ultramar, you must send a comparison of your ticket price to Ultramar's quoted price. Also, for full reimbursement, the ticket must be purchased **no less than 21 days** prior to departure.

AIRPORT/SHUTTLE

The hotel is less than one mile from the Boston Logan International Airport. Complimentary airport shuttle service is available.