



Regions 6 and 7

January 25 and 26, 2013

Baltimore, Maryland

Hotel

DoubleTree by Hilton Baltimore-BWI Airport

890 Elkridge Landing Road

Linthicum, Maryland 21090

Phone: 410-859-8400

Room Reservations

Room rate: \$99 per night plus applicable taxes.

To receive the discounted room rate, please make your hotel reservation by **January 3, 2013**. Reservations can be made on the [hotel's Toastmasters-designated webpage](#). You can also call the hotel's reservations department at 410-859-8400. Tell the reservation agent 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 Toastmasters International's 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. You may purchase tickets from another vendor if their cost is lower than Ultramar's. If you find a less expensive vendor, please send a copy of both quotes to crupp@toastmasters.org for approval prior to booking outside of Ultramar.

Please complete your Ultramar travel profile, if you have not already done so, at

<https://www.ultramartravel.com/EN/travelsync/cl/site1/register.asp>.

Corp username: TOAS

Password: UTM312

To make your travel arrangements, please access Ultramar's website at

<https://www.ultramartravel.com/EN/travelsync/cl/site1/login.asp>.

You may also contact Ultramar agent Dana Marion at dana.marion@ultramartravel.com or 800-532-4042.

When contacting Ultramar, please provide your travel dates, departure airport and seating preferences.

*For full reimbursement, airline reservations must be made no later than 21 days prior to your departure date. In this case, please purchase your tickets by **January 3, 2013**.*

Airport/Shuttle

The hotel is two miles from the Baltimore/Washington International Airport. Complimentary airport shuttle service is available.