



Regions 11 and 14

January 4 and 5, 2013

Kuala Lumpur, Malaysia

Hotel

JW Marriott Hotel Kuala Lumpur

183 Jalan Bukit Bintang

55100 Kuala Lumpur, Malaysia

Phone: +60-3-2715-9000

Room Reservations

Room rate: 420 MYR per night (\$137 USD per night) plus applicable taxes for single or double occupancy.

To receive the discounted room rate, please make your hotel reservation by December 13, 2012. It is recommended that reservations be made by emailing the reservations department at jwmresv@ytlhotels.com.my. 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 (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 prefer to use a local travel agency or website to make your airline arrangements, you are welcome to do so.

To be reimbursed, email your completed travel reimbursement form and a copy of your airfare receipt to

crupp@toastmasters.org.

You may also book your flight using Toastmasters International's official travel management provider, Ultramar.

Please contact our dedicated Ultramar agent, Dana Marion, at **dana.marion@ultramartravel.com** or 1-720-359-3432.

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 **December 14, 2012**.*

Airport/Transportation

The hotel is 70 kilometers (40 miles) from the Kuala Lumpur International Airport. Transportation to and from the airport is available through the hotel for a fee. Contact the hotel to schedule your ground transportation.