Regions 5 and 9

January 18 and 19, 2013
Nashville, Tennessee

Hotel

Sheraton Music City Hotel Nashville
777 McGavock Pike
Nashville, Tennessee 37214
Phone: 615-855-2200

Room Reservations

Room block sold out.

Please contact the hotel directly for the best available rate.

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 **December 27, 2012**.*

Airport/Shuttle

The hotel is five miles from the Nashville International Airport. Complimentary airport shuttle service is available.