



Regions 8 and 4

January 18 and 19, 2013

New Orleans, Louisiana

Hotel

Hilton Garden Inn New Orleans Convention Center

1001 South Peters Street

New Orleans, Louisiana 70130

Phone: 504-525-0044

Room Reservations

Room rate: \$125 per night plus applicable taxes.

To receive the discounted room rate, please make your hotel reservation by **December 27, 2012**. Call 1-877-STAY-HGI (1-877-782-9444) to book your room. Tell the reservation agent you are attending the Toastmasters International meeting.

Please note: Reservations cancelled within 72 hours of arrival will be billed for one night's room and tax as a penalty.

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/Transportation

The hotel is 14 miles or 25 minutes from the New Orleans International Airport. The hotel does not offer airport transportation.

Shuttle service at the airport is approximately \$20 one way, and taxi service is approximately \$33 one way.