

# TRAVEL ARRANGEMENTS

## for LISA RICKWOOD



**Car Service:** The client will provide and schedule car service for all ground transportation. This includes service to and from the airport in the destination city as well as transfers to and from the hotel if necessary.

**Hotel:** The client will provide and book a non-smoking room at a three-star or above hotel either on-site or within 5 miles/(8 kilometers) of the venue.

**Air:** Lisa will book and bill the client for air transportation. Air will be coach on non-stop flights where available; if there is a business class fare comparable to coach fares, then business class may be booked. Every effort will be made to book the most economical airfare for clients.

**Meals:** Lisa will pay for meal charges incurred with regards to event travel.

*Special Note: Travel expenses are in addition to the program fee.*