

DEFINING COSTS AND EXPENSES

LOCAL FACILITIES

Roz will usually be traveling from her home office in Owings Mills, Maryland. In addition to speaking fees, reimbursable fees include: meals, lodging, ground transportation, or mileage for car travel.

AIR TRAVEL

Roz will usually be traveling from her home office in Owings Mills, Maryland. The nearest airport is Baltimore/Washington International Thurgood Marshall Airport. Airline tickets will be booked by Roz. We prefer to choose our own flights. If the client prefers to book the tickets and have them direct-billed, please call the office before finalizing any arrangements. In the event of a multiple leg trip, the cost will be pro-rated. The cost of airfare charged to the client will never exceed the current cost of a round-trip ticket from Baltimore to the meeting location. Please inform the office if a specific travel company or airline must be used. Due to the current air transportation difficulties and regulations, a **refundable coach class ticket** will be purchased. A non-refundable ticket exception can be made to keep costs to a minimum, but will require reimbursement should the program be cancelled or the date changed.

What is the nearest major airport to the meeting site?

How far is the hotel and/or meeting site from the Airport?

Miles:

Time:

Will someone be meeting me? If so, please provide the name, location and time:

HOTEL

Hotel accommodations should be made by the client and *preferably billed directly to the client*. Reservations should include:

- confirmation for late arrival
- a non-smoking room
- two double beds

Hotel Information

Hotel Name:

Hotel Address:

Hotel City:

Hotel State:

Hotel Zip Code:

Hotel Phone Number:

Hotel Email:

Roz's Hotel Confirmation Number

Will the hotel be directly billed to you (client)?

Would you like Roz to notify someone after she arrives at the hotel?

Yes No

If yes, whom shall she contact?
(Name, Title, Phone)

Name of Meeting Room

What time will the room be available for set up?

In case of emergency, whom can Roz contact on-site of the event or within 24 hours of the event?
Name:

Cell Phone:

Business Phone:

Home Phone:

GROUND TRANSPORTATION

The client should specify the preferred form of ground transportation. Roz appreciates a car service or personal pick-up when feasible. If not, a taxi will suffice. A rental car may be requested if the client requires that Roz will be staying more than two days.

Will Roz be met at the airport or should she travel by: WILL BE MET

Cab Rent a Car Driver Shuttle mileage for car travel Other

Approximate cost for ground transportation?

Please provide specific directions to meeting location and who the contact person is at the meeting site:

MEALS

Expenses for meals are reimbursable, not to exceed three meals a day. Meals during the process of traveling to the program are included.

OTHER COSTS

Roz is committed to providing high value in return for her fees. Roz can be used to your best advantage and to get the best value for your money. Roz can provide a breakout session in addition to a keynote, or facilitate a panel discussion. If it serves to boost your attendance or get your message out, Roz can help by participating in print, radio, or television interviews.

Roz loves to travel to new places and meet interesting people. Every engagement is filled with fun and adventure; an experience to be shared. Sometimes Bernie will accompany Roz. You will **NEVER** incur any of his expenses. However, it is appreciated when you invite both him and Roz to your reception, banquet, or other events when applicable.