



# TOUR INFORMATION

Please review this information prior to the event.

## REIMBURSEMENTS

**IMPORTANT:** Per company policy, hard copies of itemized and signed credit card receipts are required for reimbursement.

### HOTEL

Cotton Incorporated will provide accommodations at **The Hyatt Centric Beale Street** including room, tax, and internet. You will be responsible for all other incidental charges. Both tour schedules allow for same-day arrival on day one and same-day departure on day three. Two nights of hotel accommodations will be provided for each session (*day one and day two*). If you are traveling from the West Coast, Cotton Incorporated can provide an additional night stay and cover approved meal expenses (*see MEALS for details*). If you indicated in your tour registration that you would like us to book a room on your behalf, but intended to pay for your own hotel stay, please pay for your room upon arrival.

### MEALS

Several meals will be provided during the tour. You will not be reimbursed for a different meal if you choose not to join the group.

#### WEST COAST PARTICIPANTS:

Day 1 breakfast (*up to \$30, no alcoholic beverages*) and dinner will be reimbursed for early arrival. The same dinner guidelines apply as noted to the right.

#### REIMBURSABLE MEAL EXPENSES INCLUDE:

- |                      |  |
|----------------------|--|
| <b>Day 1 Lunch</b>   | Reimbursed up to \$35,<br><i>no alcoholic beverages reimbursed.</i>      |
| <b>Day 2 Dinner</b>  | Reimbursed up to \$65,<br><i>only one alcoholic beverage reimbursed.</i> |
| <b>Day 3 Dinner*</b> | Reimbursed up to \$65,<br><i>only one alcoholic beverage reimbursed.</i> |

\*You can only be reimbursed for this dinner if your flight arrives at your final destination after 8:00 p.m. (local time) and you had dinner **BEFORE** you arrived.

*We are unable to reimburse for purchases made in your home city and/or home airport.*

### TRANSPORTATION

You can choose to be reimbursed for taxi or Uber/Lyft to and from your home to the airport or reimbursed for airport parking. You can also be reimbursed for taxi or Uber/Lyft from the Memphis airport to the hotel when you arrive. Transportation during the event will be provided. A bus will provide group transportation to the Memphis airport at the end of the tour and no other modes of transportation to the airport will be reimbursed. If you choose to return to the hotel following the tour, you will be responsible for expenses incurred while traveling to the airport.

### RECEIPT SUBMISSION

When you check in with our staff upon arrival, you will receive a prepaid envelope and form for your reimbursement request. Please fill out this form and include hard copies of all itemized reimbursable receipts in the envelope. You can either turn hand the envelope to your designated account manager prior to departing or submit via mail when you return home. **Your form and receipts must be received no later than November 15, 2024. After this date, you will be responsible for expenses incurred during your trip.** Please allow up to 30 days for processing.