Cotton Farm tours 2025

TOUR INFORMATION

Please review this information prior to the event.

REIMBURSEMENTS

IMPORTANT: Per company policy, hard copies of itemized 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)*.

MEALS

Meals are provided during the tour. You will not be reimbursed for an alternate meal if you choose not to join the group. *Please note: We cannot reimburse for purchases made in your home city or airport. Receipts are required for any eligible reimbursable meals listed below.*

REIMBURSABLE MEAL EXPENSES INCLUDE:

BREAKFAST *(Day One) — up to $30. Alcohol not reimbursed.*

LUNCH *(Day One) — up to $35. Alcohol not reimbursed.*

DINNER *(Final Day) — up to $65*
Only reimbursed if your return flight home arrives after 8:00 p.m. local time and you had dinner prior to arriving home. One alcoholic beverage included.

**Guests traveling from the West Coast may be eligible for reimbursement for dinner the night before Day One (up to $65, including one alcoholic beverage).*

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.

RECEIPT SUBMISSION

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 hand the envelope to your designated account manager before departing or mail/email it in after the tour. **Your form and receipts must be received no later than November 15, 2025. After this date, you will be responsible for expenses incurred during your trip.** Please allow up to 30 days for processing.