

# MEMORANDUM

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**To:** All Travelers

**From:** Diana Martino

**Subject:** Venue for AP Meeting

**Meeting Dates:** August 6, 2014

**Travel Dates:** August 5 and August 7, 2014

**Venue:** Doubletree Hotel

**Address:** 105 De Diego Avenue  
San Juan, Puerto Rico

**Telephone:** (787) 721-1200

**Rate:** \$119.00 plus tax

**Dateline:** **Please make your reservation as soon as possible.**

**Additional Information:** **Reservations will be made by individual attendees. Please identify with the Caribbean Council when you call to make your reservation.**

**All receipts (hotel, airfare, etc.) shall be attached to the travel voucher. No receipts will be accepted in person by staff members, except the Fiscal Officer.**

**Contact Person:** **If you need any additional information please contact Diana Martino at [diana\\_martino\\_cfmc@yahoo.com](mailto:diana_martino_cfmc@yahoo.com) or by telephone at (787) 766-5926.**