

# MEMORANDUM

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**To:** All Travelers

**From:** Diana Martino

**Subject:** Venue and Deadline for 154<sup>th</sup> Regular Council Meeting

**Meeting Dates:** December 15-16, 2015

**Travel Dates:** December 14 and December 17, 2015

**Venue:** Frenchman's Reef and Morning Star Marriott Beach Resort

**Address:** St. Thomas, USVI

**Telephone:** (800) 524-2000

**Webpage:** <https://aws.passkey.com/g/52371609>

**Rate:** \$189.00 + 10% tax/5% service charge/\$45.00 Resort Fee.

**Dateline:** **Please make your reservation NO LATER November 21, 2015. The Council cannot be responsible for reservations at the special rate after this date. Any cost over the special rate after the cut-off date will be the responsibility of the traveler.**

**Additional Information:** **Reservations will be made by individual attendees.**

**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 have any problems making your reservation you can contact rebecca at (340) 715-6111 ext. 6024. If you need any additional information please contact Diana Martino at [diana\\_martino\\_cfm@yahoo.com](mailto:diana_martino_cfm@yahoo.com) or by telephone at (787) 226-8849.**