

MEMORANDUM

To: All Travelers

From: Diana Martino

Subject: Venue and Deadline for 158th Regular Council Meeting

Meeting Dates: December 13-14, 2016 2016

Travel Dates: December 12 and 15, 2016

Venue: Marriott Resort Frenchman's Reef and Morning Star

Address: St. Thomas, USVI

Telephone: (800) 524-2000

Email: <https://aws.passkey.com/e/16329044>

Rate: \$165.00 + 12% state and local taxes single or double occupancy, plus a daily resort fee of \$25.00.

Dateline: **Please make your reservation NO LATER than November 24, 2016. 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 Ms. Francisca Mathuryn at (340) 776-8500 ext. 6203. If you need any additional information please contact Mms. Diana Martino at diana_martino_cfmc@yahoo.com or by telephone at (787) 226-8849.**