

MEMORANDUM

To: SSC/DAPs/ and Council Members

From: Diana Martino

Subject: District Advisory Panels

Meeting Dates: March 7-8, 2017

Travel days: March 6 and March 9, 2017

Venue: Verdanza Hotel, Isla Verde, Puerto Rico

Address: Tartak St., Isla Verde, Puerto Rico

Telephone: (787) 253-9000

Rate: \$198.92 including taxes, for single or double room
Breakfast included

Dateline: **Please make your reservation NO LATER February 20, 2017. 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 Luz Manzano or Giovanna Buono at the Verdanza Hotel. If you need any additional information please contact Diana Martino at diana_martino_cfmc@yahoo.com or by telephone at (787) 226-8849.**