

IC 2011 Traveler and Hotel Room Worksheet

The IC 2011 Contingent Package is attached. It contains information about the package options, the Hotel Room Worksheet and the Traveler Payment Form.

The Hotel Room Worksheet and the Traveler Payment Form must be completed and received by Jeff Johnson no later than May 24.

May 5 2011 - Please note that both the Traveler Payment Form and the Hotel Room Worksheet were corrected slightly.

- On the Traveler Payment Form, the payment due dates were corrected (they had incorrectly showed 2009 dates)
- On the Hotel Room Worksheet, the worksheet incorrectly indicated you needed to divide by the number of room occupants. The Per Person Hotel Cost is obtained by simply adding the Base Hotel and any Extension Option. No division required!

By Admin at Mon, 05/02/2011 - 19:46

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