

STEELE

MEDIA SERVICES

DAYNA STEELE TRAVEL REQUIREMENTS

Steele Media Services will make travel arrangements for Ms. Steele unless otherwise requested. Expenses to be reimbursed within 30 days of receiving an itemized invoice include airfare, hotel, transportation, fuel, meals, parking and any other travel related expenses. Steele Media Services makes every effort to keep expenses reasonable.

Flights

Please note: Dayna's legal name for ID purposes is Dayna Nicholson Justiz. The airline ticket MUST be booked under this name. The event planner will be liable for any additional charges or another ticket if not booked as Dayna Nicholson Justiz.

One (1) coach ticket, non-stop if available. Preferred airlines, if available, are Continental/United or Southwest. Flights over five (5) hours will be booked in Business/First Class. Dayna travels from Houston, Texas, USA.

Hotel

One (1) non-smoking room with a king bed. Preferred hotels, if available, are Hilton or Marriott.

Transportation

Rental car (Hertz), taxi (to be reimbursed) or event personnel/car. If driving her own vehicle, reimbursement is \$.55 per mile.