

# MEMORANDUM

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**To:** All Travelers

**From:** Diana Martino

**Subject:** Venue and Deadline for 157<sup>th</sup> Regular Council Meeting

**Meeting Dates:** August 23-24, 2016 2016

**Travel Dates:** August 22 and 25, 2016

**Venue:** Condado Vanderbilt Hotel

**Address:** San Juan, Puerto Rico

**Telephone:** (787) 721-5500

**Email:** reservations@condadovanderbilt.com

**Rate:** \$165.00 + 29% taxes single or double occupancy

**Dateline:** **Please make your reservation NO LATER July 22, 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 Judith Andujar. 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.**