**Travel requirements**Got questions, please email [Kp@brandingdiva.com](mailto:Kp@brandingdiva.com)

**Hotels (**Direct bill to client or to be reimbursed by client)

Karen requires at least business class hotel room reservations (non-smoking), preferably at the same hotel where the meeting is to be held. The reservations are to be secured by the client, guaranteed for late arrival, and should be billed directly to the host organization.

**Air travel** (To be reimbursed by client)

For US engagements, Karen will be responsible for booking coach class, refundable, (non-stop, when possible) round-trip tickets for one. In most cases she travels from Tampa, Florida. For flights over 2 hours, Karen requires coach fare plus seating.

For international engagements, Karen will be responsible for business class, refundable, (non-stop, when possible) round-trip tickets for one. In most cases she travels from Tampa, Florida.

**Airport transfers** (Direct bill to client or to be reimbursed by client)

Please arrange round-trip ground transportation (to and from the airport in the city of the event) and inform Karen who will be meeting her. Karen does not take cabs and requires town car service.

**Ground transportation from departing airport** (To be reimbursed by client)

To and from the airport she is coming from, Karen will be responsible for booking ground transportation and will bill client.

**Meals and miscellaneous gratuities** (To be reimbursed by client)Karen bills clients a flat $130 per day for meals and gratuities.