



Travel, Meals and Accommodations

Emily knows expenses add up and makes a concerted effort to keep travel expenses low.

Airfare

Emily or one of her staff members typically makes her travel arrangements. Flights generally originate from the Raleigh-Durham Airport (RDU), Raleigh, NC, unless travel is directly from another speaking engagement. A non-refundable coach class ticket is purchased by the speaker unless otherwise negotiated (e.g. international flights). Any canceled or rescheduled engagements that require a change in flight schedule will incur pass-through fees to the client.

Ground transportation

Transportation to/from the airport, hotel or venue can be by driver, staff member or taxi. Specific pick up information (time, place of pick up, driver contact info) is requested a week before the engagement. We suggest providing the driver with a photo of Emily to help with transfers. If the event is within driving distance of Raleigh, NC, round trip mileage will be calculated based on current U.S. Government mileage rates.

Meals:

Emily will provide receipts for meals while at the event and traveling to and from the event. A general estimate for meal expenses is: breakfast - \$10-15, lunch - \$15-20, and dinner \$20-30. If there is a fixed per diem, please indicate the amount at the time the contract is negotiated.

Accommodations:

Hotel reservations are typically handled by and billed directly to the client. However, Emily or her staff will be happy to make her reservations if needed and submit the receipt to the client for reimbursement. Speaker accommodations should be a non-smoking room away from elevators, vending and ice machines to ensure proper rest prior to the engagement. Late check-out time of 2:00 p.m. is requested for events that end at or near noon. Please send hotel confirmation number to Emily at least two weeks prior to the event.

Terms

Travel expenses are due and payable within thirty days of the invoice date. Late fees may be incurred for past due invoices.