



# Teresa Kay-Aba Kennedy, Ph.D., MBA

## Travel and Expenses

**Help Terri arrive relaxed so she can do her BEST work for you!**

### **Air Travel**

Terri will usually be travelling from her home office in New York. The preferred airports are John F. Kennedy International Airport (JFK) and LaGuardia Airport (LGA), in that order. Business class is preferred; coach is acceptable. Terri prefers to travel as early as possible to settle into the hotel.

### **Hotel**

Hotel accommodations should be made by the client and preferably billed directly to the client. Reservations should include:

- A confirmation for late arrival (please send us the confirmation number)
- A non-smoking room
- Two double beds

### **Ground Transportation**

The client should specify the preferred form of ground transportation.

Terri appreciates a car service or personal pick-up when feasible. If not, a taxi will suffice. Please be specific as to where she is to meet the driver.

A rental car may be requested if the client requires Terri to stay more than two days.

### **Meals**

Expenses for meals are reimbursable, not to exceed three meals a day.

Meals during the process of traveling to the program are included. Terri is a gluten-free vegetarian. She prefers to eat several hours prior to the presentation.

Terri will make herself available for a pre-event sponsor reception and is usually available to join the planning group at the table (if it is a lunch or dinner event). Please check with her prior to the engagement.