



Reimbursement Policy for TPG Sales Show *April 29 - May 2, 2024*

Hotel Rooms:

- Partners – TPG will cover 100% of hotel room expenses for 3 nights at the \$219++ rate (April 29, 30, & May 1). If you choose to upgrade your room or extend your stay those expenses must be covered by the partner.
- Sales Associates – TPG will cover 100% of shared (double occupancy) hotel room expense for 3 nights at the \$219++ rate (April 29, 30, & May 1).
- Sales Associates – Requesting a single room will be billed \$450 for the hotel nights.

Expenses NOT covered by TPG

- Extra days in hotel room other than dates mentioned above.
- Telephone calls or WiFi
- Any added charges to the room.
- Meals not included in the Sales Seminar.
- Transportation (taxi or shuttle) to/from anywhere.
- Any activities outside what is on the schedule

Procedure:

- Each individual will make their own hotel reservation using the link provided. **Please do not call the hotel to make your reservation, as we can't assure your room will be under the TPG block.**
- A credit card will be required at the time of the reservation.
- Jenny will provide the hotel a list of names registered for the event and approve hotel rooms for the nights mentioned above to be billed to the Master Account and paid by TPG. Any room upgrades (above \$219++), incidentals, or stays longer than the allotted time above will be billed to the credit card used at the time of the reservation.

Additional Attendees Costs:

- \$775 per person/shared room (covers hotel & meals)
- \$1200 per person/single room (covers hotel & meals)
- No travel or other expenses will be reimburse.
- Invoice for additional attendees will be sent prior to event and must be paid in full prior to the event.