

Travel Information for Tom Hughes

The nearest airport to Tom's home is Burlington, Vermont (BTV). Some flights may be available from Plattsburgh, NY (PBG). *Tom cannot enter Canada for any reason so he cannot travel from Montreal.* Driving distances are figured on a home address in ZIP code 05468.

The following travel reimbursement guidelines apply:

For engagements within 200 miles of Milton, Vermont 05468: Travel expenses equal to the federal standard mileage rate (currently \$0.565) to and from the venue, plus incidental travel while on-site. Provision of (or reimbursement for) one light meal on-site.

For engagements 200 – 500 miles from Milton: Travel expenses equal to the federal standard mileage rate (currently \$0.565) to and from the venue, plus incidental travel while on-site. Provision of or reimbursement for one light meal on-site. In some cases mileage reimbursement may exceed round-trip coach airfare to the venue plus local ground transportation; in those cases we can agree on travel by air instead. US Airways or Delta preferred; frequent traveler numbers available during the reservation process. One night in a King or Queen nonsmoking room the night before the presentation. Courtyard, Residence Inn, Hilton Garden Inn or Doubletree preferred; frequent traveler numbers available.

For engagements over 500 miles from Milton: Ground transportation to/from Burlington Airport, round-coach airfare for one to the venue plus local ground transportation and meals while in town (subject to agreed-upon limits). US Airways or Delta preferred; frequent traveler numbers available. One night in a King or Queen nonsmoking room the night before the presentation. Courtyard, Residence Inn, Hilton Garden Inn or Doubletree preferred; frequent traveler numbers available.

Thank you for your business!