



Dear ProjectMatrix Customer,

Thank you scheduling an onsite ProjectMatrix training. We feel you and your staff will benefit from a class with one of our trainers. We are happy to research and quote the lowest travel fares based on the below travel requirements and invoice the travel. Your company may also chose to directly pay for and book the travel arrangements for our employee traveling to your location. To ensure that our employee is comfortable and safe during the time they will be training, we ask that you follow a few guidelines when booking the arrangements.

- **Travel to your location from our Cincinnati, OH office.**
 - Customer locations within a 4 hour drive time from our office, airfare is not needed, but ask that they are provided a rental car.
 - Locations outside of a 4 hour radius we ask that you book airfare.

- **Booking Airfare:**
 - ...*In the US and Canada*
 - Air travel should be booked out of the Cincinnati/Northern Kentucky Airport (CVG)
 - The Dayton International Airport (DAY) is acceptable, but should be approved by the trainer.
 - Non-Stop flights are preferred, but if connections are need, please allow ample connection time.
 - Economy Class is acceptable.
 - ... *International and Overseas*
 - Air travel should be booked out of the Cincinnati/Northern Kentucky Airport (CVG)
 - On travel with one or more lay-overs, ample connection time should be allowed.
 - Business Class is required for Trans-Continental flights or flights longer than 6 hours.

- **Ground Transportation:**
 - ...*In the US and Canada*
 - Public transportation is acceptable in large metropolitan areas with good connections from the airport to the downtown area.
 - Rental cars should be at minimum an "Intermediate" (No Compacts)
 - an Automatic Transmission
 - No-Smoking vehicle
 - If booking a vehicle in the Cincinnati area for driving trips, please contact the trainer for a convenient pick up location.
 - ... *International and Overseas*
 - A car and driver should be arranged for transportation to and from the airport (public taxi cabs are not permitted)
 - Public Subway/Trains are permitted from the hotel to your office if the English language is readily available and the vehicles are considered safe and clean, otherwise a car and driver should be provided.

- ***Hotels Reservations must be:**
 - Non-Smoking
 - Double Bed or larger
 - Hotel should have 24hr lobby
 - Interior Room Access (No exterior room entrances)
 - Dining nearby or reasonable drive
 - Reasonable commute to your location.

Please provide the travel information including confirmation numbers and names of persons making the arrangements, should there be any problems during the travel.

**ProjectMatrix and the trainer reserve the right to decline hotel accommodations.*