

University of Mississippi

eGrove

Newsletters

American Institute of Certified Public
Accountants (AICPA) Historical Collection

8-1986

Travel news, August 1986

American Institute of Certified Public Accountants. Meetings & Travel Services

Follow this and additional works at: https://egrove.olemiss.edu/aicpa_news



Part of the [Accounting Commons](#)

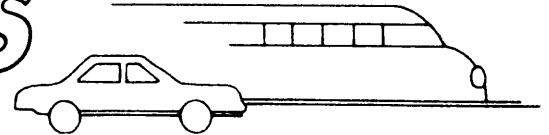
Date: August 1986

To: Entire Staff

AICPA
INTERNAL
MEMORANDUM



TRAVEL NEWS



AICPA Issued Air Travel Card

Your Air Travel Card is yours to use for AICPA travel only when the services of Meetings & Travel are unavailable, i.e. — over the weekend or when you are on the road. This card can only be used by the card holder. If your card is lost or stolen please report it immediately to Meetings and Travel Services for cancellation and issuance of a new card.

Airline Reservations

Carefully read your pink airline confirmation forms — noting any comments regarding changes or cancellation penalties which your tickets may be subject to, depending upon the airline and type of ticket being purchased. Please be aware — whenever you change your airline ticket while away from the office, verify with the reservationist, if there is a fare change, if so, whether it is a refund to our account, an additional collection, or even exchange. If the fare is different, you must settle it with the agent at the ticket counter and obtain a receipt. The receipt should be sent to Meetings & Travel upon your return to the office with an explanation of what occurred.

People Express

Travel arrangements will be secured on the appropriate air carriers, booking the lowest fare available for direct flights during the time and date requested. People Express is not considered a full service airline — therefore reservations are made with PE upon direct request from staff. Please do not purchase these tickets before departure — tickets should be purchased on Board for each flight, because refunds are difficult to process.

Rental Cars

Anyone renting a car while on Institute business is sufficiently covered by our insurance plan and should not request either personal liability or collision on the car rental agreement.

Radio Cabs

Members requesting assistance in securing transportation to the airport after attending a committee meeting in the New York Office should be given the following cab services used on a cash basis:

UTOG Cab service (212) 741-2000 or 749-8000 ask for operator #11-Cathy.

Reminders To Save On Travel

- Book Airline Early — Be Flexible
- Book Hotel Early
- Use free transportation or scheduled bus service to hotels and airports

**Guidelines For Making Hotel
Reservations When Participating In
New York
AICPA Committee Meetings**

Please contact the hotel of your choice for hotel room accommodations. This special rate is only available to AICPA Members. The reservations must be made by using the listed telephone number to obtain this rate. You must also use a credit card to reserve and guarantee rooms.

Hotel: The New York Hilton
1335 Avenue of the Americas
New York, N.Y. 10019
Telephone: 212-484-3900
Request EBS Special Rate For AICPA
Rate: \$135.00 Single — \$160.00 Double
Effective: September 15, 1986 — December 31, 1986
Until: September 15, \$125.00 Single — \$150.00 Double

OR

Hotel: The Roger Smith Winthrop
501 Lexington Avenue at 47th Street
New York, N.Y. 10017
Telephone: 212-755-1400
Rate: \$95.00 Single — \$110.00 Double

If you have any questions or problems utilizing this service please contact AICPA's Meetings & Travel Services Travel Administrator at 212-575-5520.