

African Methodist Episcopal Church
2016 General Board and General Conference Commission Meetings
April 6-7, 2016
Philadelphia, Pennsylvania

HOUSING & TRAVEL PROCESS FOR GENERAL BOARD MEMBERS, AT LARGE MEMBERS, AND GENERAL CONFERENCE COMMISSION MEMBERS

Headquarter Hotel:

Philadelphia Marriott Downtown
1201 Market St
Philadelphia, PA 19107
(215) 625-2900

Group Rate: \$179/night

Hotel Reservations—General Board Members, At Large Members, and General Conference Members Only:

To reserve your hotel room, please email Sharon Blaylock at blaylocksharon@yahoo.com. Please include your dates of arrival and departure, preferred room type and any special requests in your email. No reservations will be made without this information. For questions you may call Ms. Blaylock at (832)983-1775. **All reservation requests must be received no later than March 16, 2016. Reservation requests received after that date will not be accepted.** Hotel confirmations for all reservations will be sent no later than March 25, 2016. For Episcopal District General Board members, at large district representatives, and General Conference Commission members, the church will pay two nights room/tax.

Travel—Episcopal District General Board Members, At Large Members, and General Conference Commission Members Only:

Episcopal District Members and At Large Members of the General Board and General Conference Commission Members are requested to secure their own travel to the meeting. **The church will reimburse the cost of travel (up to \$400) at the site of the meeting.** To expedite processing of this reimbursement, please bring a copy of your itinerary and receipt to the meeting. **In order to be eligible for reimbursement, all receipts must be dated no later than March 16, 2016. For those who opt to drive, you will be reimbursed for your mileage at a rate of \$.35 per mile (based on one way mileage only).** Mileage reimbursements will be paid at the site of the meeting.