**Please follow the below instructions to book your airfare to Eden Prairie, MN.**

**Airfare** | Zinpro Corporation will reimburse your roundtrip airfare for basic, main, or economy seats (upgrades to comfort/first class seats are not covered by Zinpro). **Once your flight is booked**, [***CLICK HERE***](https://www.zinpro.com/wp-content/uploads/2024/03/2024-Expense-Report-Form-Zinpro-External.xlsx)**to fill out the reimbursement form** and email the completed form, receipt, and your full flight itinerary to [lruebush@zinpro.com](mailto:lruebush@zinpro.com). Please allow up to 7-10 days for processing. If you would prefer to receive your reimbursement via ACH, please fill out the ACH-Wire Payment tab on the reimbursement form.

* Arrive (MSP) by 5:00pm on Tuesday June 4th, 2024, for evening reception at 6:30pm.
* Depart (MSP) after 1:00pm on Thursday June 6th, 2024.

**Transportation to the Hilton Bloomington/Minneapolis** | The hotel will be monitoring your arrival times. Once you arrive MSP, please proceed to where the ground transportation/hotel shuttle area is located. If you have any questions regarding your shuttle service, please call 952-893-9500 and ask for the hotel front desk.

**Hotel Rooms** | Zinpro has arranged your hotel room for the nights of June 4 & 5th. The hotel will request a credit card to put on file for any incidentals (not included).

**Transportation to the Airport** | Your departure time will be given to the hotel prior to your arrival. ***Please confirm your departure pickup time with the hotel front desk at check-in.*** If your time changes, please notify the front desk.

**Dress Code** | Business Casual