

# 2023 Synod Convention Travel Guidelines - PSD

## Locations:

### Hotel:

Hilton Milwaukee City Center (located directly across from the convention center)

509 West Wisconsin Ave

Milwaukee, Wisconsin 53203

414.271.7250

Website: [Hilton Milwaukee City Center](#)

### Convention Center:

Wisconsin Center

400 West Wisconsin Ave

Milwaukee, WI 53203

414.908.6000

Website: [Wisconsin Center](#)

## Travel Days:

**Arrive:** Friday, July 28. *Please do not plan on arriving early.*

**Depart:** Thursday, August 3 *after 3:00pm*. Convention concludes at 12:00pm on August 3. Please do not plan on departing before the end of convention.

## Arriving & Departing Milwaukee

### **Airport: Milwaukee Mitchell International Airport (MKE)**

Served by most major airlines. Accessible from the major airports of the PSD. *Should you choose to fly into Chicago instead, the District will only reimburse based on the lowest published airfare to Milwaukee. You will be responsible for getting from Chicago to Milwaukee.*

### **Booking your travel**

**You are responsible for the purchase of your plane ticket(s).** Please provide original, itemized receipts with your Expense Form for reimbursement. The District does not have a preference of where you originate, but we prefer you make Milwaukee (MKE) your final destination. Please make travel arrangements that will incur the lowest cost possible based on your originating location.

### **Travel Arrangements Form**

After you book your travel, please include the details in the [Travel Arrangements Form](#).

### **Fees**

- The District will reimburse the cost of one (1) checked bag.
- Per the **2023 Synod Convention Reimbursement Guidelines**, additional fees beyond the base fare are not reimbursed. This includes, but is not limited to early check-in, itinerary changes, and overweight bags.

## Getting to/from the hotel

The Hilton Milwaukee City Center is **not** serviced by an airport shuttle. Tentatively, Synod will be providing arrangements to and from the airport, however that has not been confirmed yet.

## Hotel Arrangements

The District, working with Synod, has made all hotel arrangements. Please note the following:

- All PSD Delegates/Guests will be lodged at the Hilton Milwaukee City Center.
- If you requested a *specific* roommate, we did our best to honor that request. Said roommate must be from the PSD.
- If you requested your own room (rooming w/ a non-delegate spouse **or** rooming alone), we did our best to honor that request. If the request was honored, you will receive an invoice from the District for **½ the total room/tax cost**. The room rate is \$129 per night plus taxes/fees.
- If you did not specify a roommate, one was assigned to you. All assigned roommates are from the PSD. You will individually be informed of who your roommate is.
- **Check-in Time: 3:00pm**
- **Check-out Time: 11:00am**
- *If you are a Hilton Honors Member*, please provide your Hilton Honors number in the [Travel Arrangements Form](#).