

TriNet Broker Advisory Council

Guest FAQ Guide

Below you will find answers to commonly asked questions to help you prepare for a seamless, comfortable, and enjoyable stay.

General Information

What is the purpose of this event?

This is the first year TriNet is convening this council, created to build deeper alignment, share insights, and ensure our broker partners have a direct voice in shaping TriNet's future broker strategy.

Is there a schedule for the event?

You can view a high-level schedule on the registration page. Be sure to use this link for any agenda updates. <https://trinet.com/BrokerAdvisoryCouncil>

Is there a dress code for events?

The dress code is business casual for business meetings.

Airfare

How do I arrange my flight?

You will need to book your flight and submit your receipts to TriNet for reimbursement. See *Expense* section below for details on how to submit for reimbursement.

What are the ideal times for arrival and departure?

- **Monday, February 2** – Arrival before 4:00 PM is recommended to allow time for hotel check-in and attendance at the 6:00 PM Welcome Reception.

- **Wednesday, February 4** - Departures scheduled after 12:00 PM will allow you to join us for the Farewell Breakfast.

What airport do I fly into?

The best airport to fly into is Salt Lake City International Airport (SLC) (33 miles from Waldorf Astoria).

Will my airfare be covered?

Yes, TriNet will cover your airfare. You may submit your receipt for reimbursement. See *Expense* section below for details on how to submit for reimbursement.

Accommodations

Where is the hotel located?

The Waldorf Astoria Park City is located at 2100 Frostwood Blvd. Park City, UT 84098

Will my stay be covered?

Your room has been reserved and paid for you from February 2 – 4, 2026 including taxes and resort fees.

What is the check-in and check-out time?

- **Check-in:** 4:00 PM
- **Check-out:** 11:00 AM

Is early check-in or late check-out available?

These may be accommodated based on availability. Please inquire with the front desk upon arrival.

Can I extend my stay?

Extensions may be possible based on hotel availability and are at your own expense.

Is parking available?

Yes, Valet parking is available on site for \$48/night. You may submit your receipts for reimbursement. See *Expense* section below for details on how to submit for reimbursement.

What if I accessibility needs?

Please submit any accessibility needs in your RSVP.

What amenities are included in my room?

Rooms typically include luxury bedding, a gas fireplace, minibar, Nespresso coffee maker, HDTV, premium bath products, and complimentary Wi-Fi.

What amenities are available at the hotel?

- Year-Round Heated outdoor pool and hot tubs
 - Full-service spa and wellness center
 - State-of-the-art fitness center
 - Ski valet
 - Concierge services
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Dining

Will my meals be covered?

Yes, all meals will be covered by TriNet during the trip dates. The following meals will be provided as group dining experiences:

- Feb 2 - Welcome Reception and Dinner
- Feb 3 - Breakfast, Lunch, and Dinner
- Feb 4 – Breakfast

What if I have dietary restrictions?

Dietary accommodations can be made. Please submit any dietary restrictions on your RSVP.

Will all the meals be at the hotel?

We will be enjoying an offsite dinner. More details to come.

Ground Transportation

Is airport transportation provided?

Ground transportation to and from the airport is not provided. Attendees are responsible for arranging their own ground transportation. Options include Uber, Lyft, or taxi services.

How long is the drive from the airport to the hotel?

The drive from Salt Lake City International Airport (SLC) is approximately 40 minutes (33 miles).

Expenses

What expenses are not covered?

- Personal purchases and souvenirs
- Optional experiences or upgrades
- Extensions outside of the TriNet program dates.

Is there a Travel & Expense Policy I should follow?

Here is the *Travel & Expense Policy* attached.

How do I submit my expenses for reimbursement?

You will need to complete the attached *Travel Reimbursement Request* form and send it along with your receipts to Aimee Busch at aimee.busch@trinet.com.

Additional Questions

If you have further questions before or during your stay, please contact Aimee Busch at aimee.busch@trinet.com.

We look forward to ensuring that your stay is both exceptional and effortless.