

TRAVEL ITINERARY

Loopline Technologies · Investor Meeting, San Francisco

Trip Overview

Traveler	Jordan Mensah — Product Manager, Loopline Technologies
Purpose	Investor follow-up meeting with Meridian Capital
Destination	San Francisco, CA, USA
Travel Dates	Saturday, Nov 8 – Saturday, Nov 14, 2026 (6 days / 4 nights)
Prepared By	Asuntah Lavine — Executive Support

Flight Details

Airline: Emirates · Cabin: Premium Economy · Routing: 1 stop via Dubai (DXB)

Leg	Flight(s)	Route	Departs	Arrives
Outbound	EK719 / EK225	Nairobi (NBO) → Dubai (DXB) → San Francisco (SFO)	Sun, Nov 8 10:45 PM	Mon, Nov 9 12:50 PM
Return	EK226 / EK720	San Francisco (SFO) → Dubai (DXB) → Nairobi (NBO)	Fri, Nov 13 3:40 PM	Sat, Nov 14 5:30 AM

~25 hrs total journey each way, including a Dubai layover of approximately 3–4 hours. Booking reference to be confirmed at ticketing.

Fare: round-trip Premium Economy — \$2,890 (within the \$3,000 flight budget, ~\$110 to spare).

Ground Transport

Provider	Blue Sky Limo — Executive Black Car Service (5.0★, SFO-based)
Phone	+1 415-936-5676
Airport Pickup	Mon, Nov 9 — SFO arrivals, meet after 12:50 PM landing
Airport Drop-off	Fri, Nov 13 — hotel pickup by 1:15 PM for the 3:40 PM departure
Estimated Cost	\$110 each way — \$220 total

Meridian Capital (1 Market St) is a 5-minute walk from the hotel — no local transport needed for meetings.

Hotel Reservation

Hotel	Hyatt Regency San Francisco
Address	5 Embarcadero Center, San Francisco, CA 94111
Phone	+1 415-788-1234

Check-in / Check-out	Mon, Nov 9 → Fri, Nov 13 (4 nights)
Rate	≈ \$289/night — \$1,156 total (subject to availability)
Why This Hotel	Closest 4-star option to Meridian Capital's office — same block on the Embarcadero, 4.4★ rated

Day-by-Day Schedule

Mon, Nov 9 — Arrival
12:50 PM — Land SFO
1:30 PM — Car service to hotel; check-in
Afternoon — Rest / jet-lag buffer
Evening — Review investor deck; confirm final version reached Grace → Meridian Capital

Tue, Nov 10 — Investor Meeting
10:00 AM — Meeting, Meridian Capital, 1 Market St. Bring: updated pitch deck, Q4 metrics one-pager
12:00 PM — Debrief / follow-up notes
5:00 PM — Video call with Nairobi team (reserve a quiet hotel meeting room in advance)

Wed, Nov 11 — Follow-Up
10:00 AM — Informal follow-up with Meridian Capital partner, hotel restaurant
Afternoon — Free / prep time

Thu, Nov 12 — Buffer Day
Held open for any rescheduled meetings or additional investor follow-ups

Fri, Nov 13 — Departure
By 1:15 PM — Check out; car service to SFO
3:40 PM — Depart SFO

Sat, Nov 14 — Arrival, Nairobi
5:30 AM — Land Nairobi

Cost Summary

Item	Cost
Flights — Emirates, Premium Economy (round-trip)	\$2,890
Hotel — 4 nights @ \$289	\$1,156
Ground transport — 2 airport transfers	\$220
TOTAL	\$4,266

Flight budget cap of \$3,000 met with room to spare. Hotel and ground transport are tracked separately.

Key Contacts

Emirates Reservations	1-800-777-3999
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Hotel Front Desk	+1 415-788-1234
Car Service	+1 415-936-5676
Office Emergency Contact	Grace Njoroge — Operations Lead, Loopline Technologies

Notes

- Confirm the pitch deck reaches Meridian Capital before Jordan lands (owner: Grace).
- Reconfirm flight and hotel bookings 72 hours before departure.
- This document is a reusable template — swap traveler and trip details for future bookings.