

AIRLINE TRAVEL INSTRUCTIONS for 2019 DELEGATES

All airline tickets must be purchased by Wednesday, December 19, 2018.

Note: We are requesting that you complete your DA registration before submitting travel request.

1. DELEGATES - traveling on Alaska Airlines, Ravn, or PenAir, your airline ticket will be purchased and processed by NEA-Alaska, if requests are submitted no later than Wednesday, December 19, 2018.

Travel requests will be processed upon completion of your DA registration.

Complete the attached form (*please print clear enough to read*). Make sure you give your name as it appears on your legal identification. Fax or e-mail your travel request form to one of our NEA-Alaska locations:

Kristi kristi.baker@neaalaska.org

Fax: 907-456-2159

Phone: 1-888-456-4435

Malina malina.colon@neaalaska.org

Fax: 907-373-0808

Phone: 800-996-3225

NEA-Alaska will process your travel request and fax or email your electronic ticket confirmation/itinerary within 4 (four) business days. Please contact us if you do not receive your travel confirmation as stated. (*Upon completion of DA travel, your itinerary and boarding passes must be submitted to NEA-Alaska via travel form available at DA*)

You will be responsible for all change fees assessed by the airline.

2. DELEGATES - if you CANNOT fly round trip on Alaska Airlines to Anchorage for Delegate Assembly, your travel will be processed through Corporate Travel Management and purchased by NEA-Alaska. Your travel request must be submitted no later than Wednesday, December 19, 2018.

Travel requests will only be processed upon completion of your DA registration.

Fax your travel request form to Corporate Travel Management:

Please provide phone number for questions regarding your information. Failure to do so may delay process in booking your travel.

Contact: Celeste White at: NEA@travelctm.com

Subject line: NEA-Alaska Travel

Phone: 907-500-4256 Fax: 907-500-4210 Monday – Friday, 8 am – 5 pm

You will be responsible for all change fees assessed by the airline and/or Corporate Travel Management.

(*Upon completion of travel, your itinerary and boarding passes must be submitted to NEA-Alaska via travel form available at DA*)

3. DELEGATES - purchasing their own ticket, reimbursement by NEA-Alaska will be made after the conclusion of DA and based on the best available fare as of December 19, 2018.

Remember to complete your DA registration.

(Required documentation for reimbursement: confirmed itinerary, cost of ticket, method of payment and all boarding passes.)

NOTE: NO change fees will be paid by NEA-Alaska.

NOTE: If your ticket was purchased by NEA-Alaska or Corporate Travel Management and you do not attend DA, you and/or your local will be responsible for the cost of your ticket.

4. ATTENTION ALTERNATES – please keep this information available until you are notified by your local president that you are now a delegate, then proceed with travel as instructed above.

Remember to complete your DA registration.

Deadline is Wednesday, December 19, 2018, for airline tickets to be purchased by NEA-Alaska.

Travel requests received in the NEA-Alaska offices after December 19th will not be processed.

NEA-Alaska will be closed December 24 and reopen for business on January 2, 2019.

Member Requesting Travel for Delegate Assembly 2019

January 17, 18 & 19

We are requesting that you complete your DA registration before submitting your travel request.

FOR NEA-ALASKA STAFF USE ONLY	DATE RECEIVED:
TRAVEL PLANNER:	ELECTRONIC TICKET #
DATE COMPLETED:	DATE NOTIFIED MEMBER:

Tickets Purchased by NEA-Alaska

Travel requests will be processed for DELEGATES only.
Contact your local president if you have questions regarding your elected status.

No change fees will be paid by NEA-Alaska.

(Name as it appears on legal identification):

1. Full First:

Middle:

Last:

2. Gender: Male

Female

3. Date of Birth:

Month

Day

Year

Local Association:

Email Address:

Alaska Air Mileage Plan #:

You must provide phone #:

Airport of Origin:

Fax Number:

Seating Preference:

[subject to availability]

Aisle

Window

Front

Back

Please print legibly and provide requested information. Sections 1, 2 & 3 are required by airline in order to book ticket.

DEPARTURE	Day & Date:
	Approximate Time:
ALTERNATE DEPARTURE	Day & Date:
	Approximate Time:

RETURN	Day & Date:
	Approximate Time:
ALTERNATE RETURN	Day & Date:
	Approximate Time:

Special Needs:

DEADLINE to submit travel request is Wednesday, December 19, 2018.

Travel requests received in the NEA-Alaska offices after December 19th will not be processed.

Please contact Susie Smythe if you have questions: susie.smythe@neaalaska.org or phone 800-996-3225.