

ARRANGING TRAVEL THROUGH LEHIGH PRESBYTERY

There are a variety of reasons why an individual might choose to arrange for the Presbytery Office to purchase tickets for travel or conference registration for a Presbytery-sponsored event. For this to remain a viable option, however, it is necessary that all pertinent information be provided to the Office **at least thirty (30) days prior to the event**. Please note that you can make your own travel arrangements (within the budget limits of the grant); reimbursement vouchers submitted by Tuesday would allow for a check to be processed and mailed by the Thursday of that week.

Name _____

Event _____

Departure

Date of Departure ___/___/___ Preferred Airport _____ Alternate Airport _____

Time frame for departure (including two hours prior to take-off): _____

Return

Date of Return ___/___/___ Preferred Airport _____ Alternate Airport _____

Time frame for return (including two hours prior to take-off): _____

Seat Preference: Aisle Window Emergency Row

Contact Information:

Phone ___/___/___ Email _____

IMPORTANT NOTES

- Information provided less than thirty (30) days prior to the event will *not* be processed.
- You are responsible for any financial costs associated with changing a flight that has already been booked. You are also required to make arrangements with the Office for a time when you can make the necessary arrangements in person or on the phone. No changes will be made without that personal communication.
- Cancelled flight plans make you responsible for the cost of the ticket.
- Frequent flier preferences will *not* be taken into consideration.
- Repeated changes, conflicts, or other incidents can result in this service being denied; this is a privilege, not a right.
- This service is *only* available for conferences and travel to be paid for with mission dollars approved by Council.
- Presbytery grants for conference and travel cover *only*:
 - ⇒ conference registration;
 - ⇒ ticket for travel to and from the event or mileage up to the cost of the least expensive ticket;
 - ⇒ the most cost-effective travel to and from the airport, generally shuttle or taxi.
 - ⇒ double occupancy at the conference hotel. You are responsible for making any alternative arrangements, and for remaining within the budget limits.
- Meals and other incidentals will not be covered by the Presbytery grant, and therefore will not be reimbursed.
- By having the Office make these arrangements, airline changes will not reach you directly by phone or email. The Office will forward emails regarding changes, but there is no guarantee that you will get them as they are received
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I understand the terms of this agreement, and verify that the information for my travel arrangements is correct.

Name _____ Date ___/___/___