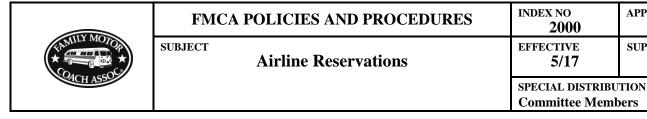
APPROVAL LEVEL

 $\mathbf{E}\mathbf{B}$ 

9/98

SUPERSEDES



## **POLICY**

To make airline reservations for all approved travel.

## **PROCEDURE**

Each committee member, who needs airline reservations, shall contact the National Office.

The National Office shall build a personal travel profile for each member requesting reservations. The following information shall be obtained from each member:

1.	The legal	names of	persons	traveling:
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- 2. The airport from which they travel;
- 3. Their preferred airlines;
- 4. Their Frequent Flyer account numbers;
- 5. Their preferred time of day to travel;
- 6. Their preferred seating arrangements

A.	Window
B.	Aisle
C.	Exit Row

7. Other special requests.

The National Office shall search for several flight times for the member and consult with the member for his/her approval.

After flight has been booked, a letter confirming same shall be sent.