

**Age+Acton Conference**

Washington, DC

June 17-20, 2019

**Supported Travel Request Form**

Please complete this form in its entirety and email it to our Travel Leaders’ representatives:

Jeannine ([jgibbs@travelleaders.com](mailto:jgibbs@travelleaders.com)) or Kristine ([kvickery@travelleaders.com](mailto:kvickery@travelleaders.com)), no later than **May 10, 2019**.

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| --- | --- | --- | --- | --- | --- | --- |
| **Your name as it appears on your Government issued ID** |  | | | | | |
| **Date of Birth** |  | | | | | |
| **Cell phone number** |  | | | | | |
| **Business or home phone number** |  | | | | | |
| **I prefer to travel by airplane or train** |  | Airplane | |  | Train | |
| **TSA Pre-Check** |  | Yes | |  | No | |
| **Frequent flyer numbers / TSA Number** | FF#: |  | | TSA#: |  | |
| **Preferred seating** |  | Aisle | |  | Window | |
| **Airport/train station closest to you** |  | | | | | |
| **Preferred departure times** | Outbound: | |  | Return: | |  |
| **Special accommodations** |  | | | | | |

Only non-refundable, economy class tickets are issued for travel to/from the conference. While participants are welcome to come earlier and stay later than the official conference days, participants must plan to arrive **Monday, June 17 before 1:00 p.m.** and not depart until **after 1:30 p.m. on Thursday, June 20**. Any travel costs incurred outside of the three nights/days (Monday p.m. – Thursday p.m.) will be the responsibility of the traveler (i.e., lodging or per diem), unless subject to prior approval from NCOA. Every attempt will be made to book your preferred flights. An itinerary will be created based on the information above and emailed to you for approval.

Before confirming your ticket with Travel Leaders, please be entirely sure of your travel dates and preferred itinerary, as ***any changes to booked tickets or cancellations could result in fees that cannot be covered by the conference***. By booking your ticket with Travel Leaders, you agree to reimburse NCOA for any of these additional fees and costs.

Email us at [NCOAAge.Action@altarum.org](mailto:NCOAAge.Action@altarum.org)