

	FMCA POLICIES AND PROCEDURES	INDEX NO 2000	APPROVAL LEVEL EB
	SUBJECT Airline Reservations	EFFECTIVE 5/17	SUPERSEDES 9/98
	SPECIAL DISTRIBUTION Committee Members		

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;
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.