



Travel Arrangement Profile

Instructions for Traveler—Please send this completed form to us via e-mail to nidameetings@esi-dc.com or fax to at 240.744.7005. If faxing, please print legibly in dark ink.

Event:	Location:	Project Code:
ESI Staff Contact: NIDA Meetings	Phone: 240.744.7024	Fax: 240.744.7005

TRAVELER INFORMATION

Title:	First Name:	Last Name:	Middle Initial:
Address Line 1:			
Address Line 2:			
City:	State:	Zip Code:	Fax:
Phone:	Temporary Phone (if applicable):		
E-Mail Address:		Preference for Receiving Information/Itineraries: <input type="checkbox"/> E-Mail <input type="checkbox"/> Fax	
Temporary Mailing Address and Telephone (if applicable):		Send correspondence to temporary address until the following date:	
Emergency Contact Information:		Relationship:	
Home Phone:	Office Phone:	Mobile Phone:	

TRAVEL ARRANGEMENTS

What is your method of travel? <input type="checkbox"/> Air <input type="checkbox"/> Automobile <input type="checkbox"/> Train	Departure City (Airport/Train Station): Destination City (Airport/Train Station):
Departure Date:	Return Date:
Time of Departure:	Time of Return:

HOTEL NEEDS

<input type="checkbox"/> I will need hotel accommodations. <input type="checkbox"/> I will not need hotel accommodations.	Check-in Date: Check-out Date:
Bed Type Preference: <input type="checkbox"/> 1 Bed <input type="checkbox"/> 2 Beds	<input type="checkbox"/> Smoking <input type="checkbox"/> Non-Smoking

SPECIAL REQUIREMENTS

Please list any special requirements or accommodations needed (e.g. wheelchair or dietary restrictions):



Travel Arrangement Guidelines

Designated Travel Agent

All participants must make their travel arrangements through the designated travel agency, **ESI Travel**. ESI Travel will coordinate your airline or rail reservations and tickets. This is the only travel agency that you may use to make arrangements for travel. **Bridget Hanafin** is the designated agent at ESI Travel for this event.

ESI is pleased to provide you with these instructions on how to make your travel arrangements for the event. Please remember that this event is sponsored or funded by a Federal Government agency; thus, ESI Travel is required to follow Federal Government Travel Regulations.

Guidelines that ESI Travel is Required to Follow

ESI Travel is authorized to book your round trip travel from your designated origin to [City of Event] and back ONLY. ESI Travel is not authorized to book travel itineraries that include special routing accommodations, for example, a layover in another city for business or personal purposes, additional nights stay, or return flights to a city other than your home/departure city. **If your travel needs require special routing accommodations, please immediately contact us at (240)744-7024 or via e-mail at nidameetings@esi-dc.com.**

ESI Travel is required to book you on the most economical, coach-class flight in order to comply with Federal Government Travel Regulations. Airline preferences to accommodate frequent-flyer benefits or airport preference cannot override price considerations.

Electronic tickets (e-tickets) will be issued to persons requiring air travel. Travelers will need to show a valid form of identification at the check-in counter. Participants traveling by train, and those for whom e-tickets are not an option, will receive paper tickets. ESI Travel will e-mail or fax you a copy of your itinerary after booking your ticket, so that you will have it available for reference.

How to Make Your Travel Reservations

Please complete the following steps:

Please complete the Travel Arrangement Profile (TAP) immediately and e-mail it to us at nidameetings@esi-dc.com or fax to (240) 744-7005. If you complete the online TAP, it will be emailed to ESI automatically.

Once ESI staff approve your TAP, you will be contacted by a designated ESI Travel agent.

Upon receiving the tentative itinerary, please contact the ESI Travel agent within 24 hours to confirm your itinerary, so that she can finalize your travel plans and issue your ticket. This is necessary so that we can obtain the most economical airfare.

The ESI Travel agent will send you a final itinerary via e-mail or fax after she issues an air e-ticket.

If your itinerary requires rail or paper air tickets, the ESI Travel agent will e-mail you a final itinerary. An ESI staff member will send your paper documents to you via overnight delivery.

If you need to make any changes to your ticket after you have been ticketed, you will need to contact the airline or train directly. All additional costs incurred from changes will be at your own expense.