

AIRLINE TRAVEL INSTRUCTIONS for 2022 DELEGATES

All airline tickets must be purchased by Friday, December 17, 2021.

Note: We are requesting that you complete your DA registration before submitting travel request.

1. DELEGATES - traveling on Alaska Airlines or Ravn, your airline ticket will be purchased and processed by NEA-Alaska, if requests are submitted no later than Friday, December 17, 2021.

Travel requests will be processed upon completion of your DA registration.

Complete the attached form (*please print clear enough to read*). Make sure you give your name as it appears on your legal identification.

E-mail your travel request form to one of our NEA-Alaska locations:

Kira kira.kiel@neaalaska.org
Phone: 1-888-478-3090

Malina malina.colon@neaalaska.org
Phone: 907-373-0800

NEA-Alaska will process your travel request and email your electronic ticket confirmation/itinerary within 4 (four) business days. Please contact us if you do not receive your travel confirmation as stated. (*Upon completion of DA travel, your itinerary and boarding passes must be submitted to NEA-Alaska via travel form available at DA*)

You will be responsible for all change fees assessed by the airline.

2. DELEGATES - purchasing their own ticket, reimbursement by NEA-Alaska will be made after the conclusion of DA and based on the best available fare as of December 17, 2021.

You must complete your DA registration to have travel arranged.

(Required documentation for reimbursement: confirmed itinerary, cost of ticket, method of payment and all boarding passes.)

NOTE: NO change fees will be paid by NEA-Alaska.

NOTE: If your ticket was purchased by NEA-Alaska and you do not attend DA, you and/or your local will be responsible for the cost of your ticket.

3. ATTENTION ALTERNATES – please keep this information available until you are notified by your local president that you are now a delegate, then proceed with travel as instructed above.

Remember to complete your DA registration.

Deadline is Friday, December 17, 2021 for airline tickets to be purchased by NEA-Alaska.
Travel requests received in the NEA-Alaska offices after December 17th will not be processed.
NEA-Alaska will be closed December 23rd and reopen for business on January 3rd, 2022.

Member Requesting Travel for Delegate Assembly 2022

DA is January 13, 14 & 15, 2022

You must complete your DA registration before submitting your travel request.

FOR NEA-ALASKA STAFF USE ONLY	DATE RECEIVED:
TRAVEL PLANNER:	ELECTRONIC TICKET #
DATE COMPLETED:	DATE NOTIFIED MEMBER:

Tickets Purchased by NEA-Alaska

Travel requests will be processed for DELEGATES only.
Contact your local president if you have questions regarding your elected status.

No change fees will be paid by NEA-Alaska.

(Name as it appears on legal identification):

1. Full First:

Middle:

Last:

2. Gender: Male

Female

3. Date of Birth:

Month

Day

Year

Local Association:

Email Address:

Alaska Air Mileage Plan #:

You must provide phone #:

Airport of Origin:

Fax Number:

Seating Preference:

[subject to availability]

Aisle

Window

Front

Back

Please print legibly and provide requested information. Sections 1, 2 & 3 are required by airline in order to book ticket.

DEPARTURE	Day & Date:
	Approximate Time:
ALTERNATE DEPARTURE	Day & Date:
	Approximate Time:

RETURN	Day & Date:
	Approximate Time:
ALTERNATE RETURN	Day & Date:
	Approximate Time:

Special Needs:

DEADLINE to submit travel request is Friday, December 17th, 2021.

Travel requests received in the NEA-Alaska offices after December 17th will not be processed.

Please contact Susie Smythe if you have questions: susie.smythe@neaalaska.org.