



TRAVEL ASSISTANCE FORM

Fourteenth Border Legislative Conference
Phoenix, Arizona
December 7-9, 2006

The Border Legislative Conference (BLC), through a grant from the United States Agency for International Development (USAID), has limited funds to cover travel costs for participating legislators. In order to maintain travel costs at a minimum and to continue to offer this service for future BLC meetings, we ask that you carefully review the information below. The purpose of the Travel Assistance Form is to ensure that all participants understand the increased costs associated with last minute travel cancellations and flight changes that have a financial impact on the program. Moreover, since several airline companies no longer reimburse customers for cancelled flights, it has become necessary for CSG-WEST to limit such losses.

1. Your request for travel assistance must be submitted by **Wednesday, November 22, 2006**. Any flight arrangements after this date will need to be made and paid individually by legislators. CSG-WEST may reimburse legislators for the purchase of flights; however such requests will be reviewed on a case-by-case basis. Please save all your receipts.
2. Upon receipt of your registration and signed travel assistance form, CSG-WEST staff will contact you to coordinate your flight itinerary. Please make sure to include your departing and returning destinations on the Registration Form.
3. In case of any flight cancellation, participating legislators will be responsible for reimbursing CSG-WEST for expenses related to the flight reservations.
4. Participating legislators will be responsible for any additional costs or fees as a result of last minute flight changes.

I agree to make a faithful effort to adhere to these guidelines:

Signature

Date

Please sign and fax form to (916) 446-5760

If you have any questions or concerns, call Martha Castañeda at (916) 553-4423
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Phone: (916) 553-442 Fax: (916) 446-5760