



TRAVEL ASSISTANCE FORM

Sixteenth Border Legislative Conference
Santa Fe, New Mexico
October 18-20, 2007

The Border Legislative Conference (BLC), through joint funding from the United States Agency for International Development (USAID) and Council of State Governments-*WEST* (CSG-*WEST*), 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 **Monday, September 24, 2007**. 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. For this particular meeting, in an effort to mitigate costs, the destination airport will be Albuquerque (ABQ) from where ground transportation will be arranged to The Lodge at Santa Fe.
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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