



TRAVEL ASSISTANCE FORM

Twentieth Border Legislative Conference
San Antonio, Texas, USA
November 4-7, 2009

The Border Legislative Conference (BLC), through financial support from *CSG-WEST* and 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 **October 21, 2009**. 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
1107 Ninth Street, Suite 730, Sacramento, CA 95814
Phone: (916) 553-4423 Fax: (916) 446-5760