

TRAVEL – CONFERENCE OF YOUNG ALASKANS

Please complete the information on this form **AND** contact Barbara Branton: 907-450-2462 or barb@iialaska.com -- she will purchase your ticket for travel to the conference.

Personal Information	
Traveler's name	
Primary mailing address, and if different, the address for any reimbursements to be mailed	
Traveler's daytime telephone and cell phone if available	
Where you will be starting your travel to COYA?	
Additional helpful information	

Receipts and procedures for reimbursement*	
Airfare	Keep your boarding passes for all airfare provided; send all boarding passes to Information Insights, P.O. Box 73492, Fairbanks, AK 99707.
Rental cars	Delegates are not authorized to rent cars during COYA; no reimbursement will be made for car rental.
Personal cars	Mileage is not reimbursable unless a written agreement is made with Barb Branton PRIOR TO TRAVEL.
Airport transfer	A shuttle will be available from Anchorage International Airport to the Downtown Marriot on January 3. If you must ride separately, you must get a receipt and send it to Information Insights for reimbursement.
Parking	Please contact Barb for details if you will park a car in Anchorage during COYA.
Meals	Your trip includes Saturday dinner; Sunday and Monday breakfast, lunch and dinner; and Tuesday breakfast and lunch. Depending on when you arrive in Anchorage, you may need additional meals; discuss this with Barb in advance.
* All receipts must be originals (make copies if you wish to keep them for your records).	

Transportation to and from Alyeska Resort
Delegates will travel together by motor coach from the Anchorage Downtown Marriott to the Hotel Alyeska on Saturday, January 3 at 5 pm. Delegates will leave Alyeska by motor coach at 1 pm on January 6 for transfer to the airport or a location in downtown Anchorage.
If you wish to make separate arrangements for your departure, please let us know that now. If you are not yet 18 , we require a letter from your parent or guardian authorizing anything other than returning to your point of origin.

Please fill in the top of this form and mail or fax it right away. Also use this address for your receipts:	
Information Insights, Inc. c/o Barb Branton PO Box 73490 Fairbanks, AK 99707	Fax 907-450-2470 <i>Please allow 3-4 weeks for processing reimbursements. To check the status of your request you may contact Barb Branton 907-450-2462 or barb@iialaska.com</i>