

APA Travel Office

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2008 Division Leadership Conference

APA supports the travel expenses of the division's primary representative to attend the Division Leadership Conference. The support is **restricted only to airfare or train fare** if the traveler makes arrangements through the APA Travel Office. All ground transportation, to and from the airports/train stations **is NOT covered by APA**, but may be reimbursed by your division. If traveling by car, your mileage will be reimbursed at \$.485 per mile, plus hotel parking and toll costs. To make travel arrangements, contact the APA Travel Office at (+1/202) 336-6161 or (+1/800) 925-2864 from 9 A.M. to 5 P.M. EST. You may also reach them via email at traveloffice@apa.org.

Name *(exactly as it appears on your driver's license)*: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Cell #: _____

Home Phone: _____ Fax #: _____

Email Address: _____

Travel From: _____ To: _____

Date of Departure: _____ Preferred Departure Time: _____

Date of Return: _____ Preferred Return Time: _____

Preferred Airline: _____ Seat Preference: _____

Frequent Flyer #s: _____

Special Requests or Instructions: _____
