# ASTSWMO SPECIAL TRAVEL FORMS

<table>
<thead>
<tr>
<th>Name</th>
<th>Jane Traveler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>08/13/10</td>
</tr>
<tr>
<td>Division/Agency</td>
<td>State DEQ</td>
</tr>
<tr>
<td>Phone</td>
<td>555.555.5555</td>
</tr>
<tr>
<td>Fax</td>
<td>555.555.5556</td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:traveler@deq.state.us">traveler@deq.state.us</a></td>
</tr>
<tr>
<td>Meeting Title</td>
<td>2010 Special Travel Meeting</td>
</tr>
<tr>
<td>Meeting Date(s)</td>
<td>September 23-24, 2010</td>
</tr>
<tr>
<td>Location</td>
<td>Seattle, WA</td>
</tr>
</tbody>
</table>

## INSTRUCTIONS AND SPECIAL CONDITIONS:
- Please read ASTSWMO’s Special Travel Policy for detailed instructions for this form.
- Please mark the appropriate category, provide the requested information, and fax the completed form to the ASTSWMO office at (202) 624-7875 in order to obtain prior approval for special travel.
- Approval of travel exceptions must be obtained from ASTSWMO PRIOR to making your travel plans. Exceptional expenses cannot be reimbursed unless approved before your trip.
- All information must be documented to identify the authoritative source of the information and the date it was obtained. VERBAL PRICE QUOTES WILL NOT BE ACCEPTED.

### EXTENDED STAY AIRLINE TICKET

1. Provide the documented prices (obtained through a travel agent, State travel office, or website) for **both** the standard roundtrip coach fare and the alternative fare for the extended stay, and

2. Complete **Cost Work Sheet A** to demonstrate the costs of both standard, direct airfare and your desired extended stay airfare; then, fax the forms and documentation to ASTSWMO at (202) 624-7875 for review and approval.

### PRIVATE OR STATE AUTO TRAVEL IN EXCESS OF 500 MILES ROUND-TRIP

1. Provide documentation for the standard, direct round-trip coach airfare (obtained through a travel agent, State travel office, or website), and

2. Complete **Cost Work Sheet B** to provide the number of miles to be driven roundtrip, cost calculation at $0.50/mile, and a demonstration that no additional cost (including parking and tolls) over the standard coach airfare will be incurred through the use of a private car; or, if a State car is being used, document fuel, toll, and parking costs for comparison to the standard airfare

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**PLEASE FAX THIS COMPLETED FORM, THE APPROPRIATE WORKSHEET, AND REQUIRED DOCUMENTATION TO ASTSWMO AT (202) 624-7875 TO OBTAIN PRIOR APPROVAL. APPROVAL WILL BE FAXED BACK TO YOU AND MUST BE ATTACHED TO YOUR REIMBURSEMENT FORM AT THE TIME OF SUBMITTAL.**
**WORKSHEET A**

**Worksheet for Special Airfare Travel Cost Comparison**

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates of Extended Travel</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Traveler</td>
<td>Sept. 19-25, 2010</td>
<td>2010 Special Travel Meeting</td>
<td>Seattle, WA</td>
</tr>
</tbody>
</table>

Airfare comparison (include ticketing service fees in all fares entered). Please attach documentation for all fares:

(a) Cost of standard coach fare air ticket  $381.80

(b) Cost of alternative/extended stay airfare  $471.40

PLEASE ENCLOSE THIS WORKSHEET AND ITS SUPPORTING DOCUMENTATION WITH THE SPECIAL TRAVEL FORM AND SEND TO THE ASTSWMO OFFICE BY FAX OR EMAIL FOR APPROVAL PRIOR TO YOUR TRAVEL: (202) 624-7875 or daniar@astswmo.org.

PLEASE INCLUDE A COPY OF THIS PAGE, AS RETURNED TO YOU WITH STAFF SIGNATURE AND APPROVED TRAVEL COST, WHEN YOU SUBMIT YOUR REIMBURSEMENT FORM.

ASTSWMO OFFICE USE ONLY

SPECIAL TRAVEL APPROVED UP TO $381.80

AMOUNT APPROVED BY D. Rodriguez

DATE APPROVED 08/14/10
Summary
1 Ticket / Roundtrip
DCA Washington to
SEA Seattle

Leave: Wed 22-Sep
Return: Fri 24-Sep
1 adult $339.00
Taxes & Fees $42.80
Total $381.80

Total price for this trip: $381.80 ✨

Coupons
What's a coupon?

Only one coupon may be used per purchase. You're not signed in to an account. To use a saved coupon, or to save a coupon to your account, please sign in.

- I have a coupon.
- I don't have a coupon.

Your flight could cost $282 instead of $382! Get up to $100 off when you're approved. See details >

1 Review the flight details

Wed 22-Sep-10
Washington (DCA) to Phoenix (PHX)
Depart 7:10 am Arrive 9:15 am
1,979 mi (3,185 km)
Duration: 5hr 5mn
Economy/Coach Class, Food For Purchase, Airbus A319

Phoenix (PHX) to Seattle (SEA)
Depart 10:20 am Arrive 1:29 pm
1,106 mi (1,780 km)
Duration: 3hr 9mn
Economy/Coach Class, Airbus A320

Total distance: 3,085 mi (4,965 km)
Total duration: 8hr 14mn (9hr 19mn with connections)

Fri 24-Sep-10
Seattle (SEA) to Chicago (ORD)
Depart 2:30 pm Arrive 8:20 pm
1,721 mi (2,770 km)
Duration: 3hr 50mn
Economy/Coach Class, Boeing 737-800

Chicago (ORD) to Washington (DCA)
Depart 9:15 pm Arrive 11:50 pm
612 mi (985 km)
Duration: 1hr 35mn
Economy/Coach Class, Canadian Regional Jet 700

Total distance: 2,333 mi (3,755 km)
Total duration: 5hr 25mn (6hr 20mn with connections)

Additional airline fees may apply at check-in
Fees may be charged by airlines for services such as preferred seat selection and baggage handling. Please note that fees are determined by the airline you check in with and may change at anytime.
See fees

Save Even More – Add a Hotel

Add this hotel to your trip
See more hotels
Your best price, guaranteed!

W Seattle
Fairmont Olympic Hotel
Mayflower Park Hotel

$731
$881
$695

Total Price:
Total Price:
Total Price:

Includes: Flight + Hotel, Taxes & Fees
Includes: Flight + Hotel, Taxes & Fees
Includes: Flight + Hotel, Taxes & Fees

Booked separately:
Booked separately:
Booked separately:

$979
$1115
$813

$248
$234
- $119

$731
$881
$695

Add this hotel to your trip
Add this hotel to your trip
Add this hotel to your trip

Add a hotel to your flight now to earn ThankYou® Points and get great rewards!
Add a rental car to this trip

☐ No thanks, I don't need a rental car.
☐ Yes, I would like to see available rental cars next.

2  Review the rules and restrictions
- Tickets are nonrefundable. A fee of $150.00 per ticket will be charged for itinerary changes after the tickets are issued, provided that the booking rules were followed.
- Tickets are nontransferable and name changes are not allowed.
- Please read important information regarding airline liability limitations.
- Prices do not include baggage fees or other fees charged directly by the airline.
- Read an overview of all the rules and restrictions applicable to this fare.
- Read the complete penalty rules for changes and cancellations applicable to this fare.

☐ I have read and accept the rules and restrictions. (please check the box to continue)

3  Select a booking option
Fares are not guaranteed until purchased.

Continue with booking

Due to the restrictions associated with this fare, tickets must be purchased immediately. It is not possible to reserve this fare for later ticketing.

- Save this to my itinerary.
- Cancel and go to home page.

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Plus sign (+) means taxes and fees are additional.

International sites:
Australia | Canada | China | Denmark | France | Germany | India | Italy | Japan | Mexico | Netherlands | New Zealand | Norway | Spain | Sweden | United Kingdom

Partner sites:
Citysearch | ClassicVacations.com | Evite | Gifts | Hotels.com | Hotwire | HSN | LendingTree | Match | Real Estate | Shoes
Total price for this trip: $471.40

Coupons

Only one coupon may be used per purchase. You're not signed in to an account. To use a saved coupon, or to save a coupon to your account, please sign in.

- I have a coupon.
- I don't have a coupon.

Total price for this trip: $471.40

Customer Support

Frequently Asked Questions (FAQs)

Your flight could cost $371 instead of $471! Get up to $100 off when you're approved. See details

1 Review the flight details

Sun 19-Sep-10

Washington (DCA) to Seattle (SEA)

Economy/Coach Class, Boeing 737-800

2,329 mi (3,748 km)

Flight 1

Duration: 5hr 34mn

Sat 25-Sep-10

Seattle (SEA) to Washington (DCA)

Economy/Coach Class, Boeing 737-800

2,329 mi (3,748 km)

Flight 4

Duration: 4hr 56mn

Additional airline fees may apply at check-in

Fees may be charged by airlines for services such as preferred seat selection and baggage handling. Please note that fees are determined by the airline you check in with and may change at anytime.

See fees

Save Even More – Add a Hotel

W Seattle

Hilton Seattle Airport & Conference... SeaTac

Fairmont Olympic Hotel

Flight + 6 nights Hotel

Booked separately: $2737

Trip Savings: $755

Total Price: $2182

Flight + 6 nights Hotel

Booked separately: $1816

Trip Savings: $575

Total Price: $1741

Flight + 6 nights Hotel

Booked separately: $2534

Trip Savings: $661

Total Price: $1873

$1518 includes: Flight + Hotel, Taxes & Fees

$1341 includes: Flight + Hotel, Taxes & Fees

$1873 includes: Flight + Hotel, Taxes & Fees

Add this hotel to your trip

Add this hotel to your trip

Add this hotel to your trip

See more hotels

Your best price, guaranteed!

Add a rental car to this trip

- No thanks, I don't need a rental car.

- Yes, I would like to see available rental cars next.
2 Review the rules and restrictions

- Tickets are nonrefundable. A fee of $75.00 per ticket will be charged for itinerary changes after the tickets are issued, provided that the booking rules were followed.
- Tickets are nontransferable and name changes are not allowed.
- Please read important information regarding airline liability limitations.
- Prices do not include baggage fees or other fees charged directly by the airline.
- Read an overview of all the rules and restrictions applicable to this fare.
- Read the complete penalty rules for changes and cancellations applicable to this fare.

☐ I have read and accept the rules and restrictions. (please check the box to continue)

3 Select a booking option

Fares are not guaranteed until purchased.

Continue with booking

Due to the restrictions associated with this fare, tickets must be purchased immediately. It is not possible to reserve this fare for later ticketing.

Save this to my itinerary.

Cancel and go to home page.