

## 2019 FSBPT Annual Meeting Frequently Asked Questions about Travel

### **Will I receive a travel authorization after I register?**

If you are a “funded attendee”, you will receive a travel authorization via email with information to book your travel to the meeting. Other attendees are responsible for their own travel.

### **When will I receive my travel authorization?**

You can expect to see your travel authorization via email within a few days of completing your registration.

### **I haven't seen my travel authorization. What do I do?**

If you have not seen it in your inbox within five days of registering, please check your spam folder before contacting us; the email comes from “FSBPT” and sometimes gets mislabeled as junk mail by email systems. If you don't see it in your spam folder, please email us at [communications@fsbpt.org](mailto:communications@fsbpt.org).

### **I am attending the Compact Commission Meeting on Sunday, October 27, 2019. Can I adjust my hotel and travel with FSBPT's Meeting Planner?**

Yes, but you are responsible for paying for your extra hotel night(s). Please reach out to [meetingplanner@fsbpt.org](mailto:meetingplanner@fsbpt.org) to discuss your needs.

### **Funded Attendee-specific travel questions and answers**

#### **How do I know my hotel reservation has been made by FSBPT?**

After you book your travel with the travel agency, the travel agency will notify FSBPT staff. FSBPT staff will make your hotel reservations based on your travel itinerary. Once this process is complete, you will receive an email from FSBPT's Meeting Planner.

#### **Can I arrive earlier and/or later than listed on my travel authorization?**

Yes, but please review the information below.

- *If for personal reasons-* Please reach out to [meetingplanner@fsbpt.org](mailto:meetingplanner@fsbpt.org). You will pay for the associated costs.
- *If travel restrictions require adjustments,* the Meeting Planner will work with you on a case-by-case basis. Please reach out to [meetingplanner@fsbpt.org](mailto:meetingplanner@fsbpt.org) to discuss your needs.

#### **What can I expect at hotel check-in?**

You will be asked to provide a personal credit card and government-issued photo ID when you check in. You will not have a deposit charged to your personal credit card, but it will be used to cover possible incidentals. FSBPT will cover your room charge and taxes in its master list. You are responsible for additional charges or additional nights' stay beyond the Annual Meeting dates.

#### **When will I receive my expense report form?**

You will receive a copy of the expense report form in your registration packet and electronically from our Meeting Planner after the meeting ends.