



# California Senior Legislature 2013 Session Reservation Form

## October 28 – October 31, 2013

**Form Must Be Returned to the CSL Office No Later Than July 15, 2013**

Member Name \_\_\_\_\_

(Please Print)

I Plan to Attend

I Will Not Be Able to Attend

### TRANSPORTATION

Please choose one transportation option:

I need Air Reservations  I will be Driving or Using Other Transportation

For Members Needing Air Reservations Please Complete the Following:

**Note: All Flight Reservations Are Made on Southwest Airlines.**

Departure Flight:

Departure Airport Name: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

Preferred Time of Departure: \_\_\_\_\_ Note: Flight Reservations will be made based on availability of flights and cost.

Return Flight:

Date of Return Flight: \_\_\_\_\_

Preferred Time of Return Flight: \_\_\_\_\_

### ACCOMMODATIONS

The Hyatt Hotel, 1209 L Street, Sacramento is the designated hotel for the 33<sup>rd</sup> Annual Session.

Please mark your preference:

I plan on Staying at the Hyatt Hotel

I will not be staying at the Hyatt Hotel\*

*\*Note: Members not staying at the Hyatt will be required to front the cost of the hotel and be reimbursed on their TEC account up to the maximum allowed by the State of California.*

Members **must** book their reservation at the Hyatt by visiting the event dedicated website at <https://resweb.passkey.com/go/CSLG2013>. Please contact the CSL Office if you have questions or need assistance.

### SPECIAL REQUESTS\*

Early Arrival:

I need approval for Early Arrival

Reason: \_\_\_\_\_

For Office Use Only:

Early Arrival

Approved by JRC Chair

50 Mile Waiver Request:

I live within 50 miles of the Capitol, but need approval for overnight accommodations due to health reasons

For Office Use Only:

50 Mile Waiver

Approved by JRC Chair

**\*The number of Special Requests (Early Arrival/50 Mile Waiver) will be limited this year due to budget concerns. Please only request "Early Arrival" or the "50 Mile Waiver", if it is absolutely necessary.**

Dinner Menus and cost for guest dinners will be sent separately once menus are available from host hotel.

/jb

For Office Use Only:

Member Confirmed on Roster

Member Air Reservation Complete

Member Hotel Reservation Complete

JRC Chair Notified of Special Request