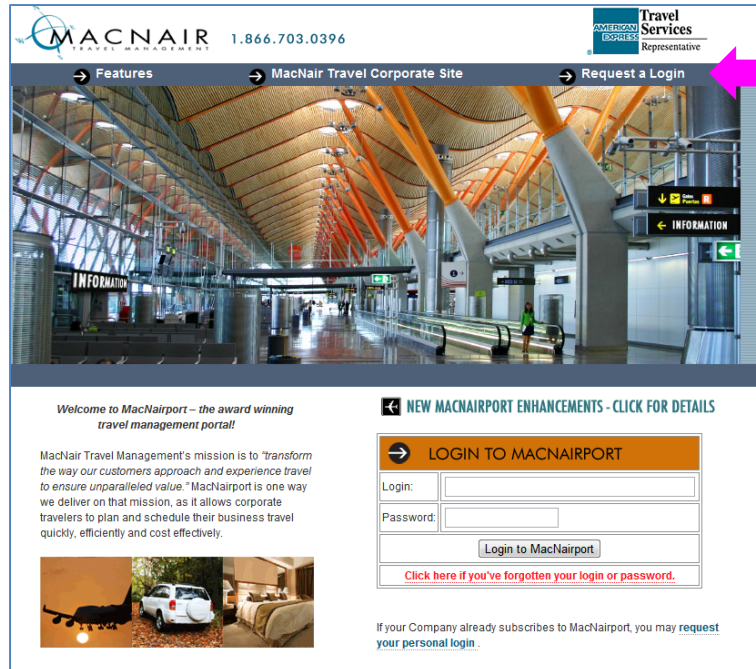


2012 CONGRESS & EXPOSITION SPEAKER TRAVEL POLICY

- Speaker's travel expenses including airfare and/or hotel will either be covered or reimbursed, based on the agreement between the speaker and NRPA.
- Speaker's travel expenses for ground transportation, parking, meals, or incidentals **will not** be covered or reimbursed.
- If housing is provided per the agreement between NRPA and the speaker, NRPA staff will arrange for complimentary hotel room nights. The Speaker will receive the specific hotel information (nights covered, hotel name, hotel location, etc.) in a hotel confirmation from our housing company (Wyndham Jade) once the reservations have been made.
 - Speakers wishing to add additional hotel room nights to his/her stay that are not covered by the NRPA Speaker Travel Policy can do so by contacting our housing bureau, Wyndham Jade, at 1-888-385-8010.
- Speakers **must** utilize NRPA's online travel booking system through MacNair Travel Management, to arrange for airfare. The instructions on how to use the online travel booking system are on the following pages.
 - When booking airfare through NRPA's online travel booking system, a speaker does not use his/her own credit card to book the flight, as NRPA's billing information is automatically loaded and the flight will automatically be billed to NRPA. The speaker will not need to submit a reimbursement form for airfare booked through the online system.
 - **NOTE:** Any airfare over \$400 will need NRPA staff approval prior to booking the flight. An NRPA staff member will receive an automatic email from the system to approve the airfare, once approved the speaker will be notified. Since the flights are only held for a 24 hour period, we ask that speakers do not book their flights on a Friday or before a holiday to avoid having to rebook the flight.
 - **IMPORTANT:** You will need the following information when booking your flight for it to be appropriately charged to NRPA:
 - **Bill to:** Corporate Travel Card
 - **Account Code:** 1-25-5029-171
 - **Authorizer:** D. Price

INSTRUCTIONS TO BOOK AIRFARE THROUGH THE ONLINE BOOKING SYSTEM

1. Go to <http://www.macnairport.com/> to create a login. Click on “Request a Login” in the upper right corner of the screen.



MACNAIR 1.866.703.0396

Travel Services
AMERICAN EXPRESS Representative

Features MacNair Travel Corporate Site Request a Login

Welcome to MacNairport – the award winning travel management portal!

MacNair Travel Management's mission is to "transform the way our customers approach and experience travel to ensure unparalleled value." MacNairport is one way we deliver on that mission, as it allows corporate travelers to plan and schedule their business travel quickly, efficiently and cost effectively.

NEW MACNAIRPORT ENHANCEMENTS - CLICK FOR DETAILS

LOGIN TO MACNAIRPORT

Login:

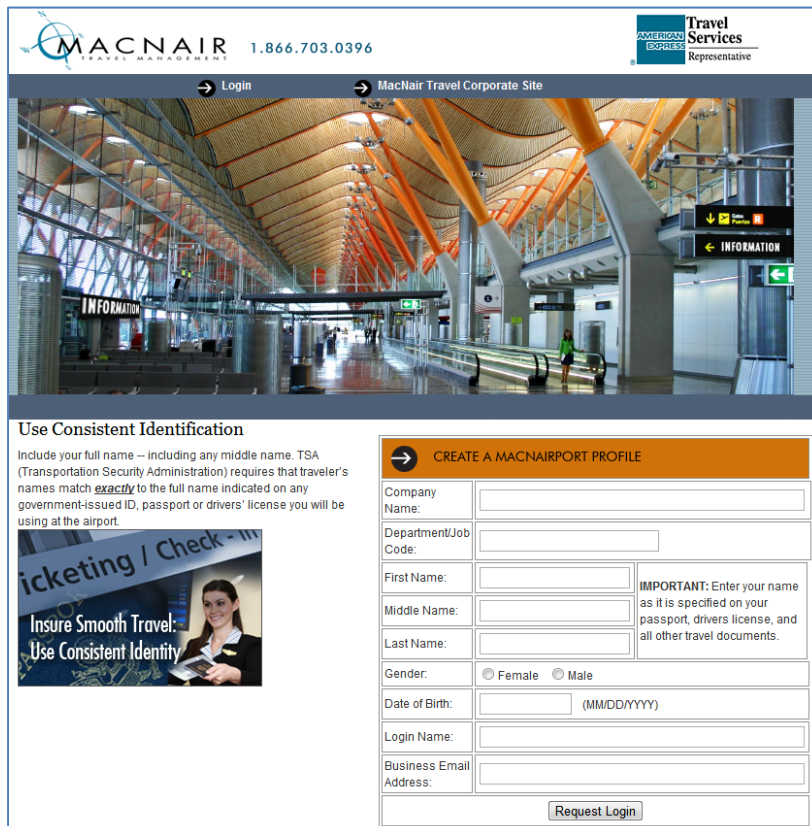
Password:

Login to MacNairport

[Click here if you've forgotten your login or password.](#)

If your Company already subscribes to MacNairport, you may request your personal login.

2. Complete the information under “Create a MacNairport Profile” ensuring that it matches your government issued ID exactly. Then click on “Request Login” at the bottom.



MACNAIR 1.866.703.0396

Travel Services
AMERICAN EXPRESS Representative

Login MacNair Travel Corporate Site

Use Consistent Identification

Include your full name -- including any middle name. TSA (Transportation Security Administration) requires that traveler's names match **exactly** to the full name indicated on any government-issued ID, passport or drivers' license you will be using at the airport.

Insure Smooth Travel: Use Consistent Identity

CREATE A MACNAIRPORT PROFILE

Company Name:

Department/Job Code:

First Name:

Middle Name:

Last Name:

Gender: Female Male

Date of Birth: (MM/DD/YYYY)

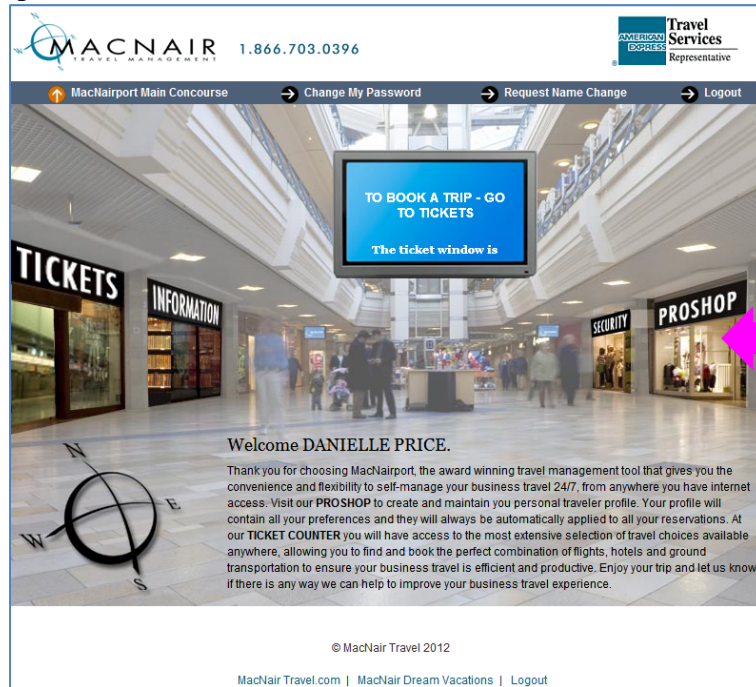
Login Name:

Business Email Address:

Request Login

IMPORTANT: Enter your name as it is specified on your passport, drivers license, and all other travel documents.

- Your login credentials will be emailed to you when your profile has been activated in the system (typically within one business day).
- Once you receive your login credentials, go to <http://www.macnairport.com/> and login. Then complete your personal profile by clicking on “Proshop” on the right side of the photo.



- Once in the profile section, go through and update your information.

Profile: trip | Traveler: DANIELLE PRICE | Logout

MACNAIR
TRAVEL MANAGEMENT

Profile

Personal Information

Complete the information below and click the Save button to update your profile.
(* Required to complete a reservation.)

Name

*First Name: DANIELLE Middle Name or Initial: Last Name: PRICE

*Member ID: DPRICE@NRPA.ORG

*Primary E-Mail Address: DPRICE@NRPA.ORG Always send itinerary to the Primary email address

Secondary E-Mail Address: _____

GDS Profile Name: PRICE/DANIELLE

Address(es)

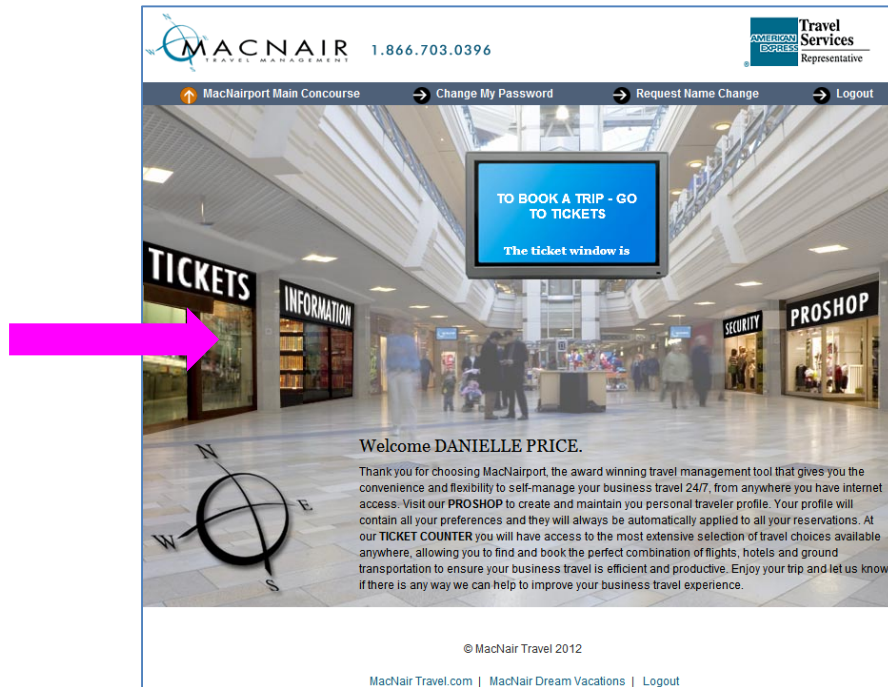
Home Address	Company Address
Address Line 1: HOME ADDRESS	Company Name: NATL RECREATION AND PARKS ASS
Address Line 2: _____	Address Line 1: 22377 BELMONT RIDGE RD
City: _____	Address Line 2: _____
State/Province: _____	City: ASHBURN
Zip/Postal: _____	State/Province: VA
Country: USA	Zip/Postal: 20148
	Country: USA

Phone Numbers

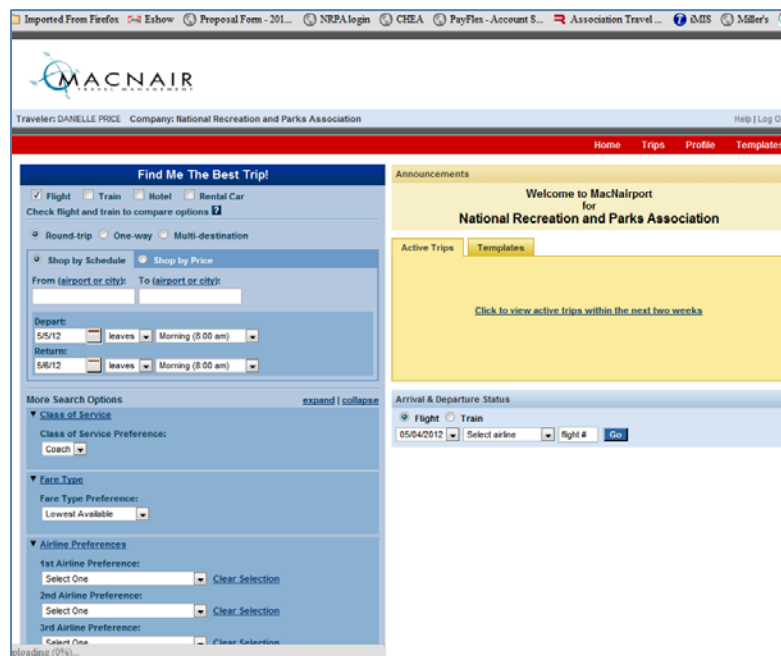
Country Code	City/Area Code	Phone Number	Extension Number
*Home Phone: _____	303	(888) 333-3333	

- Once you have updated your profile information, click on the Logout button in the upper right corner to get back to the main page.

7. From the main page, click on “Tickets” on the left side of the picture to search for flights.



8. You can adjust your search parameters on the search results page. Once flights have been returned use any of the features of the results pages to modify your search or move on to select your flights.



9. Select the lowest and most reasonable schedule fare for your schedule. Review your flights.
 - a. **Important – review all of your displayed itinerary information to ensure this flight is accurate.**
 - b. **Move on to CONTINUE if this itinerary meets your needs.**
10. Make sure to select the following information on the final screen:
 - a. **Bill to:** Corporate Travel Card
 - b. **Account Code:** 1-25-5029-171
 - c. **Authorizer:** D. Price

2. ▶ **Traveler Information**

3. ▼ **Billing Information** Please complete the mandatory fields marked with an asterisk.

Please note service fees apply to both held and purchased trips.

Flight Billing Information

* Bill to:

Card Type: Mastercard Address Line 1: On File State/Province: On File
 Card Number: On File Address Line 2: On File Zip Code: On File
 Expiration Date: On File City: On File Country: On File
 Name on card: On File

4. ▶ **Delivery Information**

5. ▼ **Company Information** Please complete the mandatory fields marked with an asterisk.

Please select the Account code for this trip.

* Account Code:

Please select the travel approver for this trip from the list below

* Authorizer:

6. ▶ **Additional Information**

7. ▼ **Estimated Trip Cost**

Flight Total:	533.60 USD
Service Fee:	15.00 USD ‡
Trip Total:	548.60 USD ‡

‡ Please note that this total is based on available information. The estimated cost may not include taxes and fees.

♦ Hold Trip: Click the Hold Trip button to put this trip on hold. To purchase a trip on-hold, access the reservation under Trips. The system will automatically cancel this trip in 2 day(s) at 1100P Eastern Daylight Time on May 05 2012 if not purchased.

11. Complete the process by confirming your purchase.

Note: You can return to the site at anytime to book your association paid travel. Login at <http://www.macnairport.com/>