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Travel Procedures, Timeline & FAQ's

Before you can travel: All PESI Inc. speakers who fly for PESI business are required to complete a TSA Regulation Travel Profile. Filling this out fully and accurately will make our process and your travel much smoother.

To create your profile, please go to: <https://carrouselcorporate.com/>

- The PESI company code is: **CTS054**
- Please use your **legal name as it appears on your driver's license or passport**
- No punctuation/dashes needed for your phone number (i.e., 8881234567)
- Cell phone number required
- You **do not** have to enter a credit card or assistant's info
- Please fill out personal info, TSA regulation items, home and email address, business info, airline and hotel preferences, and car rental info.

6-10 weeks ahead of your event:

- You will receive an email from the travel department with a tentative travel proposal
- You will have 3 business days to either confirm or make changes
- Once confirmed, you will receive the finalized itinerary
- **Once your itinerary is finalized, you are financially responsible for the cost of any changes (including upgrades); in addition, you will be charged a \$50 service fee.**
- Pertinent information will be highlighted in the "notes" section of your itinerary – please be sure to look at that section closely

24 hours prior to your flight:

- It is your responsibility to **confirm your flight** (on the airline's website) within 24 hours of your departure to ensure that no changes have occurred since the reservations were made.
- Be sure you have your valid driver's license and a **credit card** (for the rental car – neither cash nor debit cards are accepted) as well as your *rental car and hotel information, including confirmation numbers.

*All travel information can be found on the PESI Speaker Extranet: extranet.pesi.com

Travel FAQ's

What is a typical travel schedule?

PESI understands that speaking isn't your only responsibility and works hard to accommodate your travel needs. Every trip will have you arriving at the program location the day before your first speaking day and every effort is made to have you heading home the evening of the last speaking day. Occasionally, flight schedules may require you to stay an extra night and depart the following day. If this

were ever the case, you'll have ample opportunity to address it when you receive your proposed itinerary.

How is my travel paid for?

All travel and accommodations are paid by PESI. Here is a typical breakdown in terms of reservations and payment:

- Airfare: Reserved and paid for by PESI ahead of the event
- Hotel sleeping room(s): Reserved by PESI, paid on-site by you, reimbursed after the event
- Rental car: Reserved by PESI, paid on-site by you, reimbursed after the event
- Rideshare services (Uber, Lyft, etc): Paid by you, reimbursed after the event
- Personal vehicle use: Mileage reimbursed at the standard IRS rate
- Meals: Per diem, included with your honorarium payment. \$75 per full speaking/travel day, \$50 per half speaking/travel day

Can I extend my stay for personal reasons?

Probably, yes. It makes sense that speakers would occasionally want to maximize their travel opportunities for leisure travel and, with advanced notice, these requests can typically be accommodated. However, you will be financially responsible for any additional cost beyond what was required for PESI business, including but not limited to any extra airfare cost, hotel accommodations, rental car charges, parking charges and any additional costs not related to PESI business for the extra days.

Can I book my own travel?

Unfortunately, no. For a variety of reasons, PESI completes all speaker travel booking in-house.

What if my flight is delayed or cancelled?

This inconvenience does happen every so often, so PESI has travel emergency procedures in place. Please visit the Speaker Resources page www.pesi.com/speakerinfo to familiarize yourself with "Travel Emergency Procedures," also listed below:

1. *Work with the airline agent at the ticket counter to reschedule your flight.*
2. *If the airline is unable to get you to your destination, call Shannon Becker at PESI: 715-559-7466*
3. *If unable to reach Shannon, call the Carrousel Travel Emergency Hotline: 800-666-8731 and use code **L8D***
4. *If you can't reach anyone, please use your discretion for the best resolution to arrive where you need to be*
5. *If your delay/cancellation means you will not get to your event, contact your PESI business manager*