



RESERVATION PROCESS

1. Reservations may be made by faxing a completed Air Reservation Form to (404) 892-2594. U.S. and Canadian members may call toll free at (800) 545-7497 during normal business hours (Monday - Friday, 9:00 a.m.-5:00 p.m.). In the event of an emergency, you may call the 24-hour emergency hotline at (800) 626-7501.
2. Upon receipt of facsimile or telephone call, American Express will research the lowest fare that coincides with the desired dates and times. These options will be given directly to the traveler or faxed to them for selection. The traveler will make the selection, and if corresponding by facsimile, will fax back the routing selected.
3. American Express will reconfirm the space and set a ticketing date.
4. Tickets will be sent Federal Express directly to the traveler. International ticketing will be sent via DHL approximately 14 days prior to the traveler's departure for the ASHRAE event. Typical international delivery takes two to three business days.
5. Should circumstances arise that would cause a change or cancellation, the following backup would apply:
 - a) Less than eight business days prior to departure, the traveler should fax the information as to why they are changing or canceling a confirmed reservation.
 - b) American Express will immediately respond with directions as to what they will do and what the traveler should do (i.e., pick up new ticket at local American Express office, have a new ticket sent, bring old ticket to ASHRAE event for pick-up by American Express, etc.)
6. American Express will maintain a travel desk at ASHRAE Winter and Annual Meetings to assist members with their travel arrangements.



A S H R A E
AIR RESERVATION FORM

MemberName: _____
(For International, Name as it Appears on Passport)

Preferred Address (Business/Home):

Street Address _____ City _____ State _____ Zip _____

CompanyName (if applicable): _____

Home Phone: (____) _____ Fax: (____) _____

Business Phone: (____) _____ Country Code _____ (if applicable)

Do you wish to donate your transportation reimbursement to the Research Fund? Yes ____ No ____
Or the Scholarship Fund? Yes ____ No ____

(Note to ASHRAE Member: If you wish to donate to either fund, your airline ticket should be paid for via personal credit card or check. You should write to ASHRAE directly stating your desire to donate the cost of your airline ticket to either research or scholarships and indicate the exact amount, attaching a copy of your credit card statement or other verification as backup.)

AIRLINE INFORMATION: Most Convenient Airport for Departure: _____

To: _____
(City) (Airport) (Date) (Flight/a.m. or p.m.)

From: _____
(City) (Airport) (Date) (Flight/a.m. or p.m.)

Seat Preference: Window Aisle Smoking Non-Smoking

Frequent Flyer Information: _____
Airline Frequent Flyer Number

Name as listed with Airline: _____

Airline Service Requirements: (dietary meals, wheelchair, etc.) _____

Do you have a current passport? Yes ____ No ____ Country of Citizenship: _____

Passport Number: _____ Issuance Date: _____ Expiration Date: _____

Payment Method: (Use only if spouse/guest is traveling to the ASHRAE meeting)

Spouse/Guest Name: _____

Credit Card Company: _____ Card #: _____

Expiration Date: _____ Name on Card: _____

Cardholder Signature Required: _____

Tickets will not be issued and fares are not guaranteed without payment. We will do our best to accommodate you on your preferred airline. However, please note preferential fares have been negotiated with certain airlines for this meeting. You will be reserved on the most convenient routing with the lowest airfare.

Return completed form to: American Express Travel
100 Colony Square
Atlanta, GA 30361
Phone Numbers: (800) 545-7497 or (404) 885-1397
9:00 a.m.-5:00 p.m. EST (Monday-Friday)
Fax Number: (404) 892-2594

• See Reverse Side For Instructions •

HOW TO MAKE YOUR RESERVATIONS

We suggest you use the following process to order your airline ticket to any scheduled ASHRAE meeting.

Step (1): Please read through these instructions and complete the information on the "Air Reservation Form."

Step (2): Upon completing the form, please FAX it and any other information to the number shown on the front of this form.

Step (3): You will be FAXED your airline reservation offer the same day if it is received before 12:00 noon (Eastern Standard Time). International travelers will receive their reservation offer within three business days, due to the time difference and complexity in ticketing requirements.

Step (4): Please review the offer, indicate your selection, sign it and FAX it back within three days after receiving it.

If you wish to obtain assistance through our local office nearest you, please indicate on your return fax.

If you are an international traveler, and have additional needs which require conversing with an American Express Travel Counselor, please indicate by FAX the time you will be calling (Eastern Standard Time) and any questions you have. This will allow us to be prepared to better serve you.

Step (5): American Express will confirm the selected flights and set a ticketing date. (Note: Non-refundable flights must be ticketed within 24 hours)

Step (6): Tickets should arrive at your designated address **NO LATER THAN FIVE BUSINESS DAYS** prior to your departure. If you are an international traveler, tickets will be sent by overseas courier 14 days prior to departure.

Step (7): Last Minute Changes/Cancellations:

Should unforeseen circumstances arise which would cause a cancellation or change, **Immediately** fax the American Express office explaining the necessary changes. Our counselors will assist you in properly handling the situation and facilitating any changes.

A S H R A E
AIR RESERVATION FORM

MemberName: _____
(For International, Name as it Appears on Passport)

Preferred Address (Business/Home): _____

Street Address _____ City _____ State _____ Zip _____

CompanyName (if applicable): _____

Home Phone: () _____ Fax: () _____

Business Phone: () _____ Country Code _____ (if applicable)

Do you wish to donate your transportation reimbursement to the Research Fund? Yes ___ No ___
Or the Scholarship Fund? Yes ___ No ___

(Note to ASHRAE Member: If you wish to donate to either fund, your airline ticket should be paid for via personal credit card or check. You should write to ASHRAE directly stating your desire to donate the cost of your airline ticket to either research or scholarships and indicate the exact amount, attaching a copy of your credit card statement or other verification as backup.)

AIRLINE INFORMATION: Most Convenient Airport for Departure: _____

To: _____
(City) (Airport) (Date) (Flight/a.m. or p.m.)

From: _____
(City) (Airport) (Date) (Flight/a.m. or p.m.)

Seat Preference: Window Aisle Smoking Non-Smoking

Frequent Flyer Information: _____
Airline Frequent Flyer Number

Name as listed with Airline: _____

Airline Service Requirements: (dietary meals, wheelchair, etc.) _____

Do you have a current passport? Yes ___ No ___ Country of Citizenship: _____

Passport Number: _____ Issuance Date: _____ Expiration Date: _____

Payment Method: (Use only if spouse/guest is traveling to the ASHRAE meeting)

Spouse/Guest Name: _____

Credit Card Company: _____ Card #: _____

Expiration Date: _____ Name on Card: _____

Cardholder Signature Required: _____

Tickets will not be issued and fares are not guaranteed without payment. We will do our best to accommodate you on your preferred airline. However, please note preferential fares have been negotiated with certain airlines for this meeting. You will be reserved on the most convenient routing with the lowest airfare.

Return completed form to: American Express Travel
100 Colony Square
Atlanta, GA 30361
Phone Numbers: (800) 545-7497 or (404) 885-1397
9:00 a.m.-5:00 p.m. EST (Monday-Friday)
Fax Number: (404) 892-2594

• See Reverse Side For Instructions •

HOW TO MAKE YOUR RESERVATIONS

We suggest you use the following process to order your airline ticket to any scheduled ASHRAE meeting.

Step (1): Please read through these instructions and complete the information on the "Air Reservation Form."

Step (2): Upon completing the form, please FAX it and any other information to the number shown on the front of this form.

Step (3): You will be FAXED your airline reservation offer the same day if it is received before 12:00 noon (Eastern Standard Time). International travelers will receive their reservation offer within three business days, due to the time difference and complexity in ticketing requirements.

Step (4): Please review the offer, indicate your selection, sign it and FAX it back within three days after receiving it.

If you wish to obtain assistance through our local office nearest you, please indicate on your return fax.

If you are an international traveler, and have additional needs which require conversing with an American Express Travel Counselor, please indicate by FAX the time you will be calling (Eastern Standard Time) and any questions you have. This will allow us to be prepared to better serve you.

Step (5): American Express will confirm the selected flights and set a ticketing date. (Note: Non-refundable flights must be ticketed within 24 hours)

Step (6): Tickets should arrive at your designated address **NO LATER THAN FIVE BUSINESS DAYS** prior to your departure. If you are an international traveler, tickets will be sent by overseas courier 14 days prior to departure.

Step (7): Last Minute Changes/Cancellations:

Should unforeseen circumstances arise which would cause a cancellation or change, **Immediately** fax the American Express office explaining the necessary changes. Our counselors will assist you in properly handling the situation and facilitating any changes.

A S H R A E
AIR RESERVATION FORM

MemberName: _____
(For International, Name as it Appears on Passport)

Preferred Address (Business/Home):

Street Address _____ City _____ State _____ Zip _____

CompanyName (if applicable): _____

Home Phone: () _____ Fax: () _____

Business Phone: () _____ Country Code _____ (if applicable)

Do you wish to donate your transportation reimbursement to the Research Fund? Yes ___ No ___
Or the Scholarship Fund? Yes ___ No ___

(Note to ASHRAE Member: If you wish to donate to either fund, your airline ticket should be paid for via personal credit card or check. You should write to ASHRAE directly stating your desire to donate the cost of your airline ticket to either research or scholarships and indicate the exact amount, attaching a copy of your credit card statement or other verification as backup.)

AIRLINE INFORMATION: Most Convenient Airport for Departure: _____

To: _____
(City) (Airport) (Date) (Flight/a.m. or p.m.)

From: _____
(City) (Airport) (Date) (Flight/a.m. or p.m.)

Seat Preference: Window Aisle Smoking Non-Smoking

Frequent Flyer Information: _____
Airline Frequent Flyer Number

Name as listed with Airline: _____

Airline Service Requirements: (dietary meals, wheelchair, etc.) _____

Do you have a current passport? Yes ___ No ___ Country of Citizenship: _____

Passport Number: _____ Issuance Date: _____ Expiration Date: _____

Payment Method: (Use only if spouse/guest is traveling to the ASHRAE meeting)

Spouse/Guest Name: _____

Credit Card Company: _____ Card #: _____

Expiration Date: _____ Name on Card: _____

Cardholder Signature Required: _____

Tickets will not be issued and fares are not guaranteed without payment. We will do our best to accommodate you on your preferred airline. However, please note preferential fares have been negotiated with certain airlines for this meeting. You will be reserved on the most convenient routing with the lowest airfare.

Return completed form to: American Express Travel

100 Colony Square

Atlanta, GA 30361

Phone Numbers: (800) 545-7497 or (404) 885-1397

9:00 a.m.-5:00 p.m. EST (Monday-Friday)

Fax Number: (404) 892-2594

• See Reverse Side For Instructions •

HOW TO MAKE YOUR RESERVATIONS

We suggest you use the following process to order your airline ticket to any scheduled ASHRAE meeting.

Step (1): Please read through these instructions and complete the information on the "Air Reservation Form."

Step (2): Upon completing the form, please FAX it and any other information to the number shown on the front of this form.

Step (3): You will be FAXED your airline reservation offer the same day if it is received before 12:00 noon (Eastern Standard Time). International travelers will receive their reservation offer within three business days, due to the time difference and complexity in ticketing requirements.

Step (4): Please review the offer, indicate your selection, sign it and FAX it back within three days after receiving it.

If you wish to obtain assistance through our local office nearest you, please indicate on your return fax.

If you are an international traveler, and have additional needs which require conversing with an American Express Travel Counselor, please indicate by FAX the time you will be calling (Eastern Standard Time) and any questions you have. This will allow us to be prepared to better serve you.

Step (5): American Express will confirm the selected flights and set a ticketing date. (Note: Non-refundable flights must be ticketed within 24 hours)

Step (6): Tickets should arrive at your designated address NO LATER THAN FIVE BUSINESS DAYS prior to your departure. If you are an international traveler, tickets will be sent by overseas courier 14 days prior to departure.

Step (7): Last Minute Changes/Cancellations:

Should unforeseen circumstances arise which would cause a cancellation or change, Immediately fax the American Express office explaining the necessary changes. Our counselors will assist you in properly handling the situation and facilitating any changes.