

Trips Requiring Purchase of Airline Tickets

Passenger Names. Each passenger's name **must match** what appears on their government-issued photo ID. Once issued, the name on the ticket cannot be changed.

Required Information:

First Name: _____ Middle Name: _____ Last Name _____

Date of Birth: _____ Sex: _____

Additional Information:

Requested by the airline to facilitate communications in event of flight delays, etc.

Passenger's cell phone number: _____

Special Service: wheelchair blind, need assist deaf, need assist

Preferred Seating: window aisle with group no preference

The district pays for economy seating to/from the conference. Requests for upgrades and/or personal travel routes must be paid by the employee.

Passengers must privately pay for in-flight meals when offered on flights.

Flight Arrangements:

Name of conference: _____

Date(s) of conference: _____

City/State of conference: _____

When is your departure date? _____ Morning or evening? _____

Type of ticket: One Way Round Trip

When is your return date? _____ Morning or evening? _____

Is there any other information you would like to provide to ensure successful purchase of your airline ticket?

TSA Secure Flight

Secure Flight is a program to provide uniform watch list matching by the U.S. Transportation Security Administration (TSA). The mission of the Secure Flight program is to enhance the security of domestic and international commercial air travel through the use of improved watch list matching to identify known and suspected terrorists.

Under the Secure Flight program, each passenger must provide the airline with required information in order to obtain a boarding pass. Non-travelers must also provide this information if they require admittance to the secured area of the airport. The required information includes full name as it appears on a government-issued ID, date of birth, and gender. If you have a Redress number (see below), you should also provide it.

If you do not provide this information while making your reservation, you must provide this information to the airline no later than 72 hours before your trip. It is your responsibility to provide this information to the airline in a timely manner. If the airline does not receive this information from you, or does not receive it in a timely manner, the airline may refuse to issue you a boarding pass or may cancel your booking.

Your specific airline or trip itinerary may not be covered under the Secure Flight program. However, there is no harm in providing this information even if your travel is not covered under Secure Flight. Your airline will ignore this information if it is not needed by the TSA. If your airline is in the Secure Flight program, the airline will send your information to the TSA, and the TSA will compare it to their No Fly and Selectee watch lists. By providing this information in advance, most passengers will not experience any differences from the way they traveled before the Secure Flight program. To learn more about Secure Flight, please visit www.tsa.gov/secureflight.

The aforementioned changes are federally mandated by the U.S. Department of Homeland Security's Transportation Security Administration and are set forth in the Secure Flight Final Rule, published in the Federal Register Volume 73, Number 209. To learn more visit www.tsa.gov, keywords Secure Flight.

Privacy notice (found in Section 1560.103 of the Secure Flight Final Rule):

The Transportation Security Administration (TSA) requires you to provide your full name, date of birth, and gender for the purpose of watch list screening, under the authority of 49 U.S.C. section 114, the Intelligence Reform and Terrorism Prevention Act of 2004 and 49 C.F.R parts 1540 and 1560. You may also provide your Redress Number, if available. Failure to provide your full name, date of birth, and gender may result in denial of transport or denial of authority to enter the boarding area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA privacy policies, or to review the system of records notice and the privacy impact assessment, please see the TSA Web site at www.tsa.gov.

What are the benefits of Secure Flight?

Secure Flight provides numerous benefits to the traveling public. First, Secure Flight protects sensitive watch list data. The program also enables officials to address security threats sooner, keeping air travel safer. By implementing one watch list matching system, the program provides a fair and consistent matching process across all airlines and reduces the chance of being misidentified. Secure Flight offers an improved redress process, so that those who are mistakenly matched to the watch list can avoid future problems.

Protecting passenger privacy

The privacy of an individual's information is a cornerstone of Secure Flight. TSA collects the minimum amount of personal information necessary to conduct effective watch list matching. Furthermore, personal data is collected, used, distributed, stored and disposed of in accordance with stringent guidelines and all applicable privacy laws and regulations.

Redress - for passengers who feel they have been misidentified

Those who believe they have been mistakenly matched to a name on the watch list are invited to apply for redress through the Department of Homeland Security Traveler Redress Inquiry Program (DHS TRIP). Secure Flight uses the results of the redress process in its watch list matching process, thus preventing future misidentifications for passengers who may have a name that is similar to an individual on the watch list. For more information on the redress process, visit www.dhs.gov/trip.