

NATIONAL OFFICER TRAVEL REQUEST FORM

Date this Request is being made: _____

Person making Request: _____

Title: _____

Address: _____

Business Phone: _____

Home Phone: _____

Cell Phone: _____

Fax: _____

E-mail Address: _____

Officer(s) Requested:

1st Choice _____ 2nd Choice _____

_____ Check here if both officers are being requested.

Event for which officer(s) is being requested _____

Dates of the Event _____

The following is a series of questions that will simplify the officer request/travel procedure. Please give as many details as possible. If applicable, your national officer travel allocation (\$150.00 + % of membership) will be applied to the cost of the tickets and/or other expenses. Remember that airline tickets are generally cheaper when booked at least three weeks in advance and with a Saturday night stay. DECA Inc. will book most flights for officer travel and will e-mail (or fax) a copy of their travel itinerary to the host state and officer(s) at the time reservations are made. Travel costs will be split between states whose conferences are consecutive and require only one airline ticket. Officer travel is based on a first-come, first-served basis. We will make all efforts to send the officer(s) to the maximum number of conferences their schedule allows. Please return this form as soon as possible to the High School Division or Delta Epsilon Chi Division of DECA to the name and number listed at the end of the form.

1. Is there a contact person for the officer who is different from the person making the request? If so, please provide all necessary contact information.
2. Which airport would you like the officer(s) to fly into? Please include a second airport choice.
3. Which airport would you like the officer(s) to fly out of? Please include a second airport choice.
4. What is the date you need the officer(s) to arrive?
5. Between what time frame should the officer arrive on the arrival date?
6. What is the date you would like the officer(s) to depart?
7. Between what time frame should the officer depart on the departure date?
8. How should the officer(s) plan to get from the airport to the hotel or conference facility (i.e., take shuttle, will be picked up, etc.)?
9. Where will the officer be staying? Please provide an address.
10. Would you like to be contacted before the ticket(s) are booked to discuss the price?
11. What is the complete name, address and phone number of the conference facility where the officer(s) will participate?

12. Will the officer(s) be giving a keynote or greeting? If yes, how long (i.e., 10 minute keynote, 3 minute greeting, etc.) should this be?
13. Will the officer(s) be giving a workshop? If yes, you should discuss with the officer what topics s/he has prepared.
14. What is the estimated size of the group for the workshop?
15. Do you have a theme for the conference? If so, what is it?
16. Are there any special events that would require the officer(s) to wear anything other than business attire? Please specify.
17. Is a photo and/or bio of the officer(s) needed? If so, make a specific e-mail request to barbara_henn@deca.org for HS officers, or kyle_walton@deca.org for Delta officers.

Upon receiving approval for the officers' visit, you should discuss the issues that are specific to your conference or event with the officer personally. That will help establish communications with the officer and ensure that everyone has a complete understanding of the needs of the event.

Please mail, email, or fax this form to:

**DECA Inc.
High School Division
Attn: Nickia Johnson
1908 Association Drive
Reston, VA 20191
(703) 860-5000 x221
Fax: (703) 860-4013
Email: Nickia_BlandJohnson@deca.org**

**DECA Inc.
Delta Epsilon Chi Division
Attn: Kyle Walton
1908 Association Drive
Reston, VA 20191
(703) 860-5000 x227
Fax: (703) 860-4013
Email: Kyle_Walton@deca.org**