



## Parliamentary Workshop

### *Developing good practice in political representation and constituency work in the Caribbean region*

26-27 November 2012, Port-of-Spain (Trinidad and Tobago)

### Travel sponsorship form

Please use this form to obtain sponsorship for the Workshop

1. The IPU will sponsor **one return ticket in economy class per parliament.**
2. The official arrival date for participants is Sunday 25 November 2012. The official departure date is Wednesday 28 November 2012.
3. Please carefully complete the form and send it to CarlsonWagonLit (CWT) at **team2nant@carlsonwagonlit.ch** (tel: +41 58 3222613)
4. The name must correspond exactly to the one in the passport he /she will travel with.
5. CWT is required to apply IPU policy and will provide maximum 3 offers for the requested itinerary according to most direct, logical and economical routing.
6. Offers are ONLY for information based on availability. The offer will have to be confirmed by return mail to finalize the booking. Make sure you agree to the fare conditions before confirming the booking (such as cancellation or change fees applying).
7. CWT will confirm the final booking including ticketing date and conditions.
8. Unless other instructions are received from passenger, CWT will issue an E-ticket on the ticketing date.
9. Once confirmed, the invoice should be sent to the IPU for reimbursement.

<b>PASSENGER NAME (Mr/Mrs) :</b>		<b>FIRST NAME :</b>	
<b>PHONE :</b>		<b>FAX :</b>	
<b>E- MAIL :</b>		<b>MOBILE :</b>	
<b>PASSPORT NUMBER / COUNTRY / VALIDITY:</b>			
<b>DEPARTURE FLIGHT INFORMATION</b>			
	<b>AIRPORT /CITY</b>	<b>DATE:</b>	<b>Preferred TIME of arrival :</b>
<b>DEPARTURE CITY :</b>		25 November 2012	
<b>ARRIVAL CITY :</b>	Port of Spain (POS)		
<b>RETURN FLIGHT INFORMATION</b>			
	<b>AIRPORT /CITY</b>	<b>DATE:</b>	<b>Preferred TIME of departure :</b>
<b>DEPARTURE CITY :</b>	Port of Spain (POS)	28 November 2012	
<b>ARRIVAL CITY :</b>			
<b>REMARKS</b>			
<b>CHEAPER ACCEPTABLE ROUTINGS or CONDITIONS? YES</b>			<b>NO</b>
<b>PRIVATE DEVIATIONS:</b>			
<b>OTHER :</b>			