

TO: All Hawaii District Clergy and Lay Members to the 2018 Annual Conference Sessions at the University of Redlands

FROM: Sonya Lee, Administrative Assistant

SUBJECT: **2018 Annual Conference Travel - two forms:
(1) Group Flight Reservation form and (2) Bus Reservation form**

This year the California-Pacific Annual Conference Session will begin on the evening of Wednesday, June 13th and will end on the evening of Saturday, June 16th at the University of Redlands in California. The official Conference flights for the Hawaii delegation are as follow:

Tuesday, June 12, 2018 -30 seats DAL #1212L at 8:35 p.m.; arr LAX Wed., 6/13 at 5:00 a.m.
Sunday, June 16, 2018-30 seats DAL #1719Q at 10:30 a.m.; arr HNL at 1:20 p.m.

The group fare applies only to the designated Conference flights above. Priority will be given to those whose names are on the official list of voting delegates.

Neighbor Islanders: The travel agency will book you on the connecting flights. There will be no direct flights.

If you plan to travel on the group flight, please fill out the "Group Flight Reservation" form and return to Hawaii District Office **no later than March 1, 2018** and make a copy for yourself. Please **PRINT your legal name** (as printed on your legal identification card like your Hawaii Driver's License, or State of Hawaii ID or passport) on the travel form. [No form = no reservation made.] A friendly reminder: please be sure to write in your Delta Airlines mileage number if you have one. **All cancellations must be in writing to the Hawaii District Office (no exceptions will be made).**

Two important rules to remember are:

1. The group flight reservation is a ROUND-TRIP only on the designated group flight. One-way reservations with the group will not be taken. If you are **not** going round-trip with the group, **YOU MUST MAKE YOUR OWN AIRLINE RESERVATIONS** and then request for reimbursement up to the group fare of \$722.00. You do NOT need to fill out the enclosed Group Flight form.

2. Once ticketed, tickets are **NON-refundable**. **DAL Airlines will charge you a \$200 fee for any changes. Additional fare may be collected for changes plus the change fee. Changes must be made through Royal Adventure Travel;** be sure to notify the District Office first in writing. The airline charges penalty for any cancellation and other types of changes.

BUS TRANSPORTATION: If you are NOT flying with the group, BUT NEED BUS TRANSPORTATION between the Los Angeles International Airport and the University of Redlands, please fill out the Bus Reservation form. Send completed form by May 4th to: Hawaii District - Bus Reservation; 20 S. Vineyard Blvd., Honolulu, HI 96813 or e-mail: <hawaiidistrict@calpacumc.org>. Those making reservations on the group flight, do not have to fill out this form; we will automatically reserve a bus seat for you; call if you do not need it.

(See next page for Frequently Asked Questions)

FREQUENTLY ASKED QUESTIONS

1. *I am an official voting member (clergy or lay) and what if I want my spouse or child(ren) to travel with me to the Annual Conference session?*

On line #2 of the Application form: print the legal ID name of spouse / child, their birth date and gender. Please list the child's age next to his/her name. **Payment** for your spouse/s /child's ticket **must be made immediately** by using your credit card or a check to **Royal Adventure Travel**. [No payment - no ticket.]

2. *I am an official voting member (clergy or lay) and I want to travel before or after the session for personal travel.*
You will have to make your own flight arrangements and request reimbursement on your own directly from the Cal-Pac Treasurer's Office. (Be sure to attach your **original** receipt.) There is no one-way with the group reservation. You do not need to fill out the enclosed Group Flight Reservation form.

3. *What if I want to cancel my group airline reservation?*

If a ticket is already written for you and you cancel the reservation, **you will be billed for that ticket plus the cancellation fee**. The Hawaii District and Annual Conference will NOT pay for airline tickets that are purchased and not used for this conference. (**NO exceptions will be made.**)

4. *I plan to make my own reservations; how do I get reimbursed?*

The Cal-Pac Conference will reimburse any person on the Official List the cost of your airfare up to amount of the group fare. (If your fare was less than the group fare, you will get a full reimbursement. If your fare was more than the group fare, you will be reimbursed only the group fare of \$722.00.) You are responsible to submit your reimbursement request directly to the Cal-Pac Treasurer's Office with the **ORIGINAL** receipt/itinerary. Mail to: Cal-Pac Ann. Conference, Attention: A.C. Travel, P.O. Box 6006, Pasadena, CA 91102-6006.

5. *What if the church wants to change the name of an official delegate?*

The fee for a name change is \$150.00. It must be done **in writing** to the Hawaii District Office **by May 1st**. Be sure to print the name of the former delegate and the legal name (as on a photo ID) of the replacing delegate and the church name in the notice. A Group Flight Reservation form must be filled out by the new delegate and turned in immediately to the Hawaii District Office with the notice.

6. *If I am traveling with the group, do I get counted automatically for bus transportation between the airport and the University of Redlands?*

YES. Please do not fill out the Bus Reservation form. **We will assess a \$10 charge for "no-shows".**

----If you are not traveling with the group, but still want to use the bus - be sure to fill out this form. Make sure that your flight time will allow you to be at the HAL Airlines Baggage Claim area in time to board the bus. **The buses will not wait for anyone.**

----Each church will be billed a percentage of the cost of the bus (even if your clergy/lay member does not use

the bus) and other conference expenses. The Annual Conference pays only the round trip **AIR**fares for the Hawaii District delegation; all Hawaii churches will share the cost for the ground transportation.

7. *Does this Group Flight or Bus Reservation form register me for the Annual Conference Session?*

NO; this is only for air/bus transportation to Redlands, California where the conference will be held.

This year Annual Conference registration must be done ONLINE even for Hawaii delegates. Electronic payments will be accepted through the online registration system. More information and instructions will follow. There is a fine penalty for late registration.