



Booking Guidelines for PC Qualifiers

Have you made it one of your goals to qualify for free airfare and hotel for two at the Fall Leadership Convention? How great is it that you can do what you already know you need to do every day and LegalShield will PAY YOUR WAY to the next Corporate event! If you are in line to PCQX2 during the second quarter and/or making that a goal for the fourth quarter, see important details regarding PCQ for Spring and Fall Conventions.

General Booking Guidelines

Incentive trip winners will be posted no later than the 2 - 3 weeks after the qualification end date. We know that many of you will want to book your travel as soon as possible. See details below on how to book in advance and be reimbursed once you qualify.

Hotel must be booked at a hotel of your choice. PC Qualifiers will be reimbursed up to 3 nights standard room and tax. Incidentals are the responsibility of the Associate.

HOTEL REIMBURSEMENT - You now have two options to choose from. Advanced payment or reimbursement.

Reimbursement - after you have completed your travel, please email a copy of your hotel receipt to recognition@legalshield.com. Please allow 7-10 business days for processing. Your reimbursement will be processed in the form of ACH deposit to your checking account.

Advanced Option - simply fill out the [Associate Reimbursement Agreement](#) and email the form along with your reservation to recognition@legalshield.com. Your reservation which must include your name and the total amount paid or due. We will advance (or reimburse) up to three nights for a standard room plus taxes at your hotel of choice.

Note: If you receive advanced monies for a room and you do not attend, this form gives us the authorization to collect the money back via a commission adjustment once we return from Columbus. If you chose to book your airfare prior to the winners being announced or are choosing to drive and need to be reimbursed prior to the event, the same applies.

AIRFARE - **Options Travel will be contacting all winners not already booked to assist you in booking airfare.** If you have already booked your airfare, please email recognition@legalshield.com for a quote on being reimbursed. There will be a \$25.00 service fee charged at the time of ticketing with Options Travel; however, if you qualify for free travel to the event, that ticketing fee will be reimbursed along with your ticket cost. The deadline for booking your airfare is Thursday, August 17th, 2017. Any airfare booked after this date will make you responsible for additional costs created due to late booking.