



Leaders@All Levels Fact Sheet

Is there a deadline for booking my travel?

Yes, the deadline is Thursday, August 17th, 2017. For any airfare booked after this date, you will be responsible for additional costs created due to late booking.

Can I bring a guest?

Yes, you can bring a guest from the US or Canada but you must attend the event with your guest.

If I am attending the event alone and do not have a guest, can I use the extra money to upgrade the class of service?

LegalShield will not be responsible for any upgrades or substitutions and this will be at the cost of the associate regardless if you are bringing a guest.

What if I want to extend my trip outside of the standard dates?

Yes, within three days of standard arrival or departure dates.

What type of airfare does PCQx3 Include?

PCQx3 includes standard airfare. Upgrades for PCQx3 vary by trip and will not necessarily include upgraded airfare.

How do we book our airfare?

You will receive an email from Options Travel. For additional information [click here for booking guidelines](#).

What if I have already booked airfare?

If you have already booked your airfare there is no need to contact Options Travel. When you receive the email from Options, select the "No, I have made my own arrangements" option. Once you return from the event, submit your request for reimbursement to recognition@legalshield.com.

What if I want to drive to the event?

LegalShield will reimburse the cheaper of the two whether it be mileage or airfare. Email Recognition for a quote.

Do I need to book my own hotel?

Yes, we have properties listed on the L@AL microsite which is connect.legalshield.com/leaders2017-travel to assist you in your booking however if these are sold out you may book anywhere. We suggest checking with them periodically to see if there have been any cancellations.



Leaders@All Levels Fact Sheet

Can I book a hotel room outside of the overflow hotels, including Airbnb?

Yes, if you must stay at another property because the contracted hotel blocks are sold out, we will reimburse the standard room and tax.

Why weren't hotel rooms held for the winners?

Unlike other PC Trips, this event was open to all associates. Additionally, many associates wanted to book and confirm arrangements well in advance of the qualification period ending. For these reasons, as published in booking guidelines, potential winners were advised to book in the contracted blocks and request reimbursement after travel.

How will we be reimbursed for our hotel?

After returning from Columbus please email your receipt along with your name and Associate number 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 on file.

How many nights are we being reimbursed for hotel?

PC Trip Qualifiers will be reimbursed 3-night standard room and tax.

How much will be reimbursed?

PC Qualifiers will be reimbursed standard room and tax.