

## 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 - **OR** - how to book totally on us after you know you've qualified.

Hotel must be booked within Corporate hotel blocks either in host hotel or participating overflow hotels to qualify for reimbursement. PC Qualifiers will be reimbursed up to 3 nights standard room and tax. Incidentals are the responsibility of the Associate.

**HOTEL REIMBURSEMENT** - after you have completed your travel, please email a copy of your hotel receipt to [recognition@legalshield.com](mailto: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.

**AIRFARE** - Effective 6/18/2017, airfare must be booked through Options Travel whether you are booking in advance or after winners are published. You may contact Options Travel by emailing [legalshield@optionstravel.com](mailto:legalshield@optionstravel.com) or calling our dedicated phone number 224-588-3024. There will be a \$25.00 service fee charged at the time of ticketing; however, if you qualify for free travel to the event, that ticketing fee will be reimbursed along with your ticket cost.

**If you book your airfare through Options Travel prior to the winners being posted**, there will be no action required on your part to receive reimbursement. Based on the winners list, Options Travel will provide LegalShield with a list of all associates who have already booked and cost of the tickets including ticketing fee. LegalShield will process reimbursements in the form of an ACH deposit to your account on file. **Should you choose to wait to book until winners are posted, you will be able to book through Options Travel with no out-of-pocket cost to you. Options Travel will be contacting all winners not already booked to assist you in booking airfare.** For any airfare booked under 3 weeks out, you would be responsible for additional cost created due to late booking.

**OPTIONS TRAVEL HOURS** - 7:30 AM – 7:00 PM CST Monday – Friday. While they do provide an after-hours number in the event of an emergency, you should only use that number for a travel emergency and not for booking. There is an additional fee for utilizing the after-hours number, and that fee is not reimbursable.