

American Youth Soccer Organization

NSTC Travel Authorization & Approval Form

AYSO Travel: Travel specifically relating to the performance of duty/responsibility on behalf of AYSO and where the NSTC will be paying for the expense is considered AYSO NSTC approved travel. In order for AYSO to maximize the company's travel dollars, it is important that staff do their best to keep travel costs as low as possible. This includes utilizing the services of the AYSO preferred travel provider – Casto Travel (see AYSO travel rules and guidelines for booking tickets on the back of this page).

AYSO Travel Authorization: All AYSO travel must be authorized in advance. Authorization shall come from either the AYSO National Executive Director or one of the AYSO National Directors.

Travel planning starts with the authorization of a particular trip. Please complete Part 1 of the form below, and contact either a Casto Group Travel Agent at 1-866-330-2976 for group related travel, or a Casto Corporate Travel Agent at 1-888-443-3439 for corporate related travel (please use TravelPort for corporate travel with conventional or straight forward itineraries when possible).

When speaking with a Casto Travel Agent, the traveler is to provide any/all information necessary for the agent to determine the lowest available coach or economy class fare/logical travel itinerary, based upon AYSO travel guidelines and policies (or if through TravelPort, create a travel itinerary that follows AYSO travel guidelines and policies). This information creates an actual travel itinerary, which is forwarded by e-mail to the party requesting the travel or is available for print/e-mail if planned through TravelPort (please note that in most cases, a reserved ticket may only be held for 24 hours from the time it is reserved). Please make sure to verify the itinerary is accurate as sometimes dates and times may have been misunderstood/incorrectly entered.

AYSO Travel Approval: At this time, the traveling party presents the travel itinerary, including dates, destination, purpose, cost, etc., as well as the travel authorization/approval form, to the approving party. With the signature of the approving party, the authorization/approval form and the itinerary are delivered to the Events Department for filing. Upon receipt of the fully completed paperwork, the Events Department will send an approval e-mail to Casto Travel, with a cc notice to the traveling party and the ticket is issued. If corporate travel is arranged through TravelPort, approval shall occur after the itinerary has been arranged but before purchase has been submitted. Once approval has been provided, the ticket may be purchased via TravelPort, with copies of the travel itinerary and completed authorization and approval forms being delivered to the Events Department for filing.

Authorized Signatures: Only the National Executive Director and National Directors can authorize and approve travel.

PART 1:

Today's Date: _____ Name of Traveler: _____ e-mail: _____
(As it should be listed on the airline ticket)

Departure City/Airport: _____ Departure Date: _____

Required Departure Time: _____ Required Arrival Time: _____

Destination City/Airport: _____ Return Date: _____

Required Departure Time: _____ Required Arrival Time: _____

Do you require hotel arrangements be made by Casto: Yes No Account Code: _____ -7420
(Dept or Event code – Lodging)

If yes, provide any/all details: _____
(Specific hotel/location, dates/nights needed, room preference – smoking or non, king bed or double, etc.)

Do you require rental car arrangements be made by Casto: Yes No Account Code: _____ -7410
(Dept or Event code – Car Rental)

If yes, provide any/all details: _____
(Rental location and time, specific dates needed, drop-off location and time, etc.)

Reason for Travel: _____

AYSO NSTC Account Code: _____ -7405
(Dept or Event code – Airfare)

Authorized by: _____
(Signature of Authorizing Party)

PART 2:

Travel Approved by: _____
(Signature of Approving Party)

Today's Date: _____

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NSTC Travel Rules & Guidelines for Booking Air Travel

The purpose of these policies, rules and guidelines for booking air travel is to help AYSO recognize the greatest value for the travel money spent. Allowing individuals to book travel based on preferred airlines, frequent flyer programs, etc., is not a good way to achieve this. Therefore, all AYSO NSTC Staff are required to utilize Casto Travel (the preferred travel provider of AYSO), which has been instructed to book airline tickets applying the following guidelines:

- All airline tickets shall be booked with Casto Travel – the preferred travel agency of AYSO (group or meeting travel must be through an Casto Group Travel Agent – 1-866-330-2976, Corporate Travel via the Casto Travel provided internet tool – “TravelPort” if a “conventional itinerary” or via a Casto Corporate Travel Agent by telephone at 1-888-443-3439).
- All airline tickets shall be booked as the “lowest available” coach or economy class airfare available at the time of booking - allowing for “best route” or “logical travel” options, provided these options do not exceed \$150 dollars in additional cost (this “best route” or “logical travel” option does not apply to special requests of airline preference, or frequent flyer programs, etc.). Casto Travel will provide travel reports to AYSO with all airline tickets that shall include an explanation for when the lowest available coach or economy class fare was not utilized (traveler will be requested to provide answer).
- Best efforts should be made to book all airline tickets 21 days in advance of travel whenever possible – Casto Travel agents will request an explanation and record the explanation at the time of booking for all tickets not booked 21 days in advance.
- All travel itineraries are the responsibility of the traveler, and it is the traveler’s sole responsibility to verify the accuracy of each itinerary prior to travel being approved and booked (must be done during the authorization phase) and a ticket issued.
- All travel modifications made after tickets have been issued (charged) that result in an additional charge being levied must have additional AYSO approval (whenever possible) before booking. This shall include an explanation from the traveler for the change.
- All individual airline frequent flyer and hotel “points/miles” accumulated during AYSO travel shall remain the property of the AYSO employee.
- AYSO staff shall utilize the on-line booking tool (TravelPort) provided through Casto Travel for all “conventional” or “straight forward” Corporate travel itineraries (travel service fee is less expensive), or if otherwise, through a Casto Corporate Travel Agent at 1-888-443-3439. All group or meeting travel shall be booked through a Casto Group Travel Agent at 1-866-330-2976 (do not use TravelPort, as ticket credits are not transferable to AYSO through the on-line booking tool).
- Any/all concerns or questions regarding the booking of travel, travel itineraries, issues, etc., should be forwarded to one of the Events Department staff as soon as possible.