

**PARTICIPANT TRAVEL AUTHORIZATION FORM**

*Judicial Leaders in Climate Science*

March 11<sup>th</sup> – 14<sup>th</sup>, 2024

Reno, Nevada

\*\*\*PLEASE COMPLETE ALL PAGES\*\*\*

NAME Clare Keithley Title Judge

Email:

Mobile Number:

*NOTE: We ask for your mobile number in the event we need to contact you the day you participate.*

- I WILL USE THE ONLINE PORTAL FOR NJC'S TRAVEL AGENT TO BOOK MY TRAVEL  
See instructions for the travel agent portal on the next page.
- I WILL CALL NJC'S TRAVEL AGENT TO BOOK MY TRAVEL  
Please contact [redacted] at [redacted]
- I WILL NOT BE USING NJC'S TRAVEL AGENT TO BOOK MY TRAVEL. (See travel policy below.)
  - I will make my own arrangements and send you my itinerary
  - I will be driving

AUTHORIZED PERIOD OF STAY: Sunday, March 10, 2024 through Friday, March 15, 2024

- I REQUIRE LODGING
  - Silver Legacy Hotel

The NJC will NOT make any lodging arrangements on your behalf until this form has been returned and we have your travel itinerary from either you or our travel agent. Hotel nights requested before or after the authorized period of stay are self-pay and availability cannot be guaranteed. Once we receive your hotel confirmation number, this information will be sent to you.

- Smoking (if available)
- Non-Smoking

YOUR CHECK-IN DATE: 3/10/24 CHECK-OUT DATE: 3/14/24

SPECIAL NEEDS/REQUESTS: If we can have a late check out, that would be great. We will drive back as soon as the conference is over, but it would help us to have access to the room until then. Thank you!

**Please mark your acknowledgement of Travel and Lodging Policy.**

**TRAVEL:** I understand and agree that should it become necessary to cancel my attendance at this program after the airline ticket has been purchased for me by The National Judicial College, I shall reimburse the College the entire cost of the ticket within 7 days of the cancellation. *Once an airline ticket is purchased, the NJC will not be responsible for any incurred costs as a result of a flight change.*

**NOTE:** This form must be returned to the Course Administrator *prior* to making any travel arrangements.

**You have three options for arranging your travel to Reno:**

- **Use NJC Travel Agent (AmEx GBT) Portal.** If you have not previously used AmEx GBT through us, you will need to let your NJC point of contact know and then use the instructions below to create a profile before you can book travel. You do not need to input a credit card, as the airfare will be billed to the NJC. You will log in using your username. Here are instructions on how to use our travel site:

If you are a first-time user on this site, Go to <https://portal.amexgbt.com/sign-up/TNJC> and complete the registration to create a username and password for public login) NOTE: you cannot use any special characters when creating your username, such as "@", "#", etc.

For returning users, please go to <https://portal.amexgbt.com/login/TNJC>

Log in using the username and password you created.

Complete your profile.

Click on Book Travel

There are options you can use to narrow down when you are traveling. You may click on a timeframe (night, morning, afternoon, or evening) or use the exact time of a flight.

If the flights state that they are "OUT OF POLICY," this means that the flight costs more than the NJC travel policy of \$600.00 and will have to be approved by the College before the flight is completely booked. Approvals will take place within 24 hours.

*This travel site is only for online bookings.*

You **do not** need to book your hotel through the travel site **unless otherwise asked by the College.**

**OR**

- **Call NJC Travel Agent. Business Travel & Tours -** Please contact [REDACTED] or [REDACTED] NJC's travel coordinators [REDACTED] by February 16, 2024. If you want to book your own flight, drive, or take another form of transportation, please indicate this on the attached faculty confirmation form. All self-booked travel must comply with NJC's travel policy and may not exceed \$600 without prior approval from the Chief Academic Officer.

**OR**

- **Make Your Own Arrangements.** You are more than welcome to make arrangements on your own and seek reimbursement.

THE NATIONAL  JUDICIAL COLLEGE

**LODGING:** I understand and agree that if I need to cancel or change my hotel reservation, I will do so a minimum of 3 business days prior to my arrival date. If I fail to do so and the NJC incurs any fees (e.g., a no-show fee, early departure fee, etc.), I agree to reimburse the NJC for these costs within 15 days of date of invoice.

**NOTE:** The NJC will **NOT** confirm any lodging arrangements on your behalf until this form has been returned. Once we receive your hotel confirmation number, usually two weeks prior to your stay, NJC will send you this information.

**RENO TRANSPORTATION:** Airport shuttle service is available to most of the major casinos, including the Silver Legacy, where you will stay, and it is often complimentary. Taxis, Uber, and Lyft are readily available for the short ride from the airport to your hotel, or from the hotel to NJC. Or, if the weather permits, it is a 1-mile, 25-minute walk from the Silver Legacy to NJC.

Clare Keithley  
Signature

2/29/24  
Date

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This completed form must be returned to Brooke Ellis, at [REDACTED] and Alf Brandt at [REDACTED] or fax to [REDACTED] as soon as possible. Thank you for your courtesy and for participating in the Judicial Leaders in Climate Science Program.