

FLIGHT INFO

LeafFilter has partnered with Professional Travel, Inc. (PTI) as your "travel concierge" for the 2019 Summit Awards.

WHO TO CALL

Professional Travel, Inc.

1-800-247-0060

Choose option 5 (Groups & Meetings)

WHEN TO CALL

8:30am - 5:00pm EST Monday - Friday

Please have flights booked by **Monday, December 2, 2019**

BOOKING FLIGHTS

Call PTI and reference the 2019 LeafFilter Summit Awards.

Be prepared to provide the following items for all travelers:

- First, middle, and last name as it appears on the photo identification that you will be presenting at the airport
- Phone number & email address
- Date of birth, gender
- Departure & return airports
- Departure & return dates

PTI will work with you to book the best flight options and will email you confirmation of your itinerary once booked.

IF YOU ARE DRIVING, PLEASE NOTIFY MAE COCHRAN.

Receipts for fuel and tolls can be submitted through Concur for reimbursement.

PLEASE CONTACT MAE COCHRAN

at mcochran@leaffilter.com or (234)284-0396 if you have any questions or concerns. We look forward to seeing everyone in Miami!