



**2018 CBIZ Benefits and Insurance Services Conference**  
**Green Valley Ranch, Las Vegas | August 27<sup>th</sup> - August 29<sup>th</sup>**

## **Guidelines for Flights/Professional Travel**

- You are responsible for arranging your air transportation. The cost will be paid by your Business Unit.
- For your convenience, we have arranged for Professional Travel to assist you with scheduling your flights. You can call them at 877-499-5817 and press option '5' for the Groups and Meeting department, or by email at [groups@protrav.com](mailto:groups@protrav.com). You may also book your trip on Concur. Please identify yourself as attending the **2018 CBIZ B&I Conference**.
- Book economy or coach flights only.
- You may book Early Bird check-in for Southwest Airlines.
- It is okay to accept baggage fees for airlines that charge.
- Flights should be non-stop or one stop, but at times that offer the best fares. Do not book multiple stops, unless absolutely necessary.
- Flights to Las Vegas should be scheduled for either August 26<sup>th</sup> or 27<sup>th</sup>, depending on whether or not you will be attending a pre-conference meeting. (Pre-conference meetings are for small groups of people; those who are required to attend will have advance notice.) For the majority of attendees, the first scheduled event is the Conference Check-in on Monday, August 27<sup>th</sup>, 3:00 - 5:00 pm.
- Professional Travel has negotiated a discount with United Airlines for the conference. If you would like to take advantage of the discount, please call Professional Travel directly.
- All meetings conclude at Noon, therefore please schedule your departure flight no earlier than 2:00 pm.
- All travel expenses (airfare, baggage fees, parking, and ground transportation) should be charged to your Business Unit.

**If you have any questions about your travel,  
please contact Kim Dibble at 216-525-1923 or email at [kdibble@cbiz.com](mailto:kdibble@cbiz.com)**