

Travel Authorization Request

FIRST, MIDDLE, LAST NAME: <i>(As it appears on Gov. issued photo ID)</i>	
Employee ID:	
DATE OF BIRTH:	
GENDER:	
CONTACT PHONE #:	
E-MAIL ADDRESS (Kindred or Personal): <i>(completed itineraries will be emailed to employee and cc: the KCS Support Team)</i>	Juleah.Johnson@kindred.com

TRAVEL REMINDER:

- Monday, **November 11th**: On-site Registration **3-7pm EST**; Welcome Reception **4-8pm**.

How will you get to Louisville for the Summit?	Flying <input type="checkbox"/>	Driving <input type="checkbox"/>
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FLIGHTS:

- The Kindred Travel Department will book your flights that fit the arrival/departure criteria unless otherwise stated or approved. Your hotel and airline ticket will be charged to the corporate credit card.
- Please list the airport you prefer to use. If you have specific flights in mind, please list below.
- Kindred will provide shuttle service to/from the airport. (Shuttle schedule will be announced at a later date)

Date of Travel: MONDAY, 11/11/19 <i>* MUST ARRIVE BEFORE 5:00PM EST*</i>	Departure City: City, State (Airport):
<i>Specific Flight (if known):</i>	Arrival City: Louisville, KY (SDF)
Date of Travel: THURSDAY, 11/14/18 <i>*MUST DEPART AFTER 2:30PM EST*</i>	Departure City: Louisville, KY (SDF)
<i>Specific Flight (if known):</i>	Arrival City: City, State (Airport):

CONFERENCE & HOTEL: Louisville Marriott Downtown – 280 West Jefferson Street, Louisville, KY 40202
Hotel reservations are made by Summit Support Team using your online registration. You are automatically assigned an individual room for 3 nights. If you do not require a hotel room, please send an email to: Juleah.Johnson@kindred.com.

Hotel Reservations:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Check IN Date:	
Check OUT Date:	
<i>You will be required to present a credit card at check-in for incidentals only. The room & taxes will be direct billed to Kindred</i>	

Emergency Contact (name & phone):	
Additional Comments/Special Requests:	
Facility Name/Dept. ID (SAP ID):	

Please email completed TAR, changes to existing reservation, or any questions to:
CaregiverSummit@kindred.com