

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL RESEARCH SERVICE  
OFFICE OF SCIENTIFIC QUALITY REVIEW

**TRANSPORTATION DETAILS**

National Program	Panel Dates	
	From:	To:

**Airline Reservation Instructions**

Please make your own airline reservations through the American Express (AMEX) Group Reservation Desk. Reservations made by any other means will not be reimbursable. The AMEX personnel will be able to arrange flights on contract carriers for your trips to Beltsville, Maryland. In addition, payment will be made directly by this office; therefore, there is no need to pay by personal means.

1. Contact AMEX at 1-800-955-6381, and ask for Lelia Lundy or Cathy Starvis.
2. The travel agent will request the following information:
  - a. Full Name
  - b. Social Security Number
  - c. Office under which you are traveling (*please be precise*): USDA/ARS/Office of the Administrator/OSQR.
  - d. Mailing Address (*Required for paper tickets only. Electronic tickets are standard; request for documentation, if desired.*)
  - e. Business Telephone (*The travel agent may not ask for your telephone number, but you may give the OSQR telephone number, if you wish. The OSQR telephone number is 301-504-3282.*)

**Note:** Do not pay for the airline ticket with your personal credit card; the OSQR office will not be able to reimburse you.

**Hotel Reservation Instructions**

A block of rooms has been set aside under "OSQR" for this panel review. Please contact the hotel directly to make room reservations, not later than \_\_\_\_\_.

Inform the reservationist that you are to be placed in the "OSQR" block.

Hotel Name and Address	

Telephone No:		Toll Free No:		Fax No:	
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*If you have any questions, please contact the OSQR on 301-504-3282.*