

Prepaid Travel for Members

On occasion, members may request the ABA to prepay travel for a YLD related trip. This should only happen for extenuating circumstances. If prepayment is required, the following is the procedures for doing so:

1. An ABA Travel Authorization Form needs to be completed by the member, and some information will also need to be completed by an YLD staff member. Form and instructions can be found on Jupiter/Organizational Resources/Document Library/Document Library/Meetings & Travel/One-Time Travel Form.
2. Completed form can be e-mailed by ABA YLD staff member to abaapprovals@travelcitybusiness.com, and it does not hurt to copy Mary Bleakley, and member requesting travel.
3. The YLD staff member submitting the form will be notified when travel arrangement can be made. If you do not hear back in a day, it would not hurt to follow up.
4. YLD staff member should search flights to determine what the current airfare range is.
5. YLD staff member will let member know that they can go ahead and reserve their flight with the lowest airfare.
6. The Travel Authorizer Email Address will be notified when the member secures the flight.

Note: There is nothing in the YLD Bylaws, and ABA Policy Book regarding prepaying a members airfare.