



BEST TRAVEL SERVICES

It is time to reserve your flights! **We strongly urge you to book your airline travel early to ensure a discounted 21-day advance fare.** *NOTE: If your airline ticket is over **\$600.00**, you must contact your conference Project Manger to discuss alternative arrangements in order to be reimbursed for your travel.

Use Best Travel to Your Advantage!

Speakers are requested to use Best Travel, the AICPA preferred Travel Agency, to arrange their airline transportation. By using Best Travel:

- Airline tickets will be billed directly to the AICPA so you don't have to carry the cost for any length of time
- A representative will do the legwork for you and present you with options to choose from
- You will have flexibility to incorporate other business or personal travel into your travel itinerary (at your cost).
- If you are traveling with a companion, you will be able to make their airline reservations (at your cost) at the same time.
- You will be able to retain your mileage awards
- You will have access to support if emergency travel issues arise.

How to Book Your Airline Ticket ...

Full Service Call-in Reservation

To speak to a dedicated Agent, simply call the designated AICPA Speaker Reservations line:

(800) 745-6035, Press1, indicate you are an AICPA speaker

(847) 981-0080, Press 1, indicate you are an AICPA speaker

Office Hours: Monday – Friday, 8:00 a.m. – 5:30 p.m. CST.



A Note to All Speakers ...

- Best Travel is only available to those speakers whose travel expenses are being reimbursed by the AICPA Conference Team. Any fees which result from airline ticket changes are the responsibility of the speaker.
- All tickets issued will be electronic tickets and will be emailed to you upon final booking. If you would like a paper ticket, you will incur an extra fee.
- If you have any issues or problems when booking with Best Travel, please call your AICPA Project Manager