From: Heckman, Dana (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: Airline seat assignments
Date: Tuesday, November 23, 2010 10:48:37 AM

From: Carney, Deborah (NIH/NCI) [E]
Sent: Tuesday, November 23, 2010 9:14 AM
To: Bishop, Jamie (NIH/NCI) [E]; Canty-Collins, Roberta (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Corum, Ashley (NIH/NCI) [E]; Culley, Nicole (NIH/NCI) [E]; Curington, Christina (NIH/NCI) [E]; Daley, Leonie (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Dixon, Debra (NIH/NCI) [E]; Gabossy, Andrea (NIH/NCI) [E]; Grove, Linda (NIH/NCI) [E]; Guyton, Vanessa (NIH/NCI) [E]; Haggerty, Kelly (NIH/NCI) [E]; Haller, Denise (NIH/NCI) [E]; Heckman, Dana (NIH/NCI) [E]; Holden, Nina (NIH/NCI) [E]; Hunter, Sabrina (NIH/NCI) [E]; Kapinos, Kathryn (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Lowery, Amber (NIH/NCI) [E]; Meredith, Kristin (NIH/NCI) [E]; Moon, Annie (NIH/NCI) [E]; Muhammad, Maryam (NIH/NCI) [E]; Peigh, Alan (NIH/NCI) [E]; Perkins, Josephine (NIH/NCI) [E]; Richardson, David (NIH/NCI) [E]; Robinson, Carrie (NIH/NCI) [E]; Smith, Pritee (NIH/NCI) [E]; Stewart, Nichole (NIH/NCI) [E]; Wilkins, Becky (NIH/NCI) [E]; Williams, Rashida (NIH/NCI) [E]
Subject: FW: Airline seat assignments

NCI HPOCs: Please forward this information to your planners, approvers, and travelers.

Deb

From: Gaines, Joy (NIH/OD/ORS) [E]
Sent: Monday, November 22, 2010 2:52 PM
To: List NIH_TRAVEL-L
Subject: Airline seat assignments

A word about seat assignments from Omega World Travel:

Omega always tries to assign a seat for the traveler at the time of booking. However, the airlines only allot a certain number of seats for pre-assignment. There isn't a set number; it all depends on the airline.
Once that allotment has been reached, the rest of the seats are under airport control and will not be assigned until airport check-in.

Omega documents the itinerary so that the traveler is aware that they need to request a seat at the time of check-in. **At the time of check-in, seats are assigned first come, first served.**

If the flight is overbooked and the airlines need to bump travelers, it is possible that those without a seat assignment could be bumped. For this reason, travelers should check-in with the airlines as early as possible in order to secure a seat assignment.

Note: The airlines allow you to check-in online 24 hours prior to departure and possibly get a seat assignment at that time. Check the airlines website before heading to the airport.

Please contact me if you have any questions.

Joy

Joy Postell Gaines
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