



Booking Your Flights Through TravelPerk

Once you receive your Mosaic TravelPerk invitation email, click the link to go to the TravelPerk website and set up your Mosaic profile. You can use TravelPerk in one of six languages—English (UK), English (US), Français, Español, Italiano, or Deutsch—and also set your time zone.

Complete Your Profile

1. Personal Information (must match your ID exactly):

- Full Name: Enter first and middle names on the same line, followed by last name.
- Sex
- Country of Residence
- REAL ID Driver's License or Passport
- Date of Birth
- Contact Phone Number
- Airline Loyalty Program Information (*if any*)
- TSA-KTN and/or Global Entry information (*if any*)
- **⚠ Important:** To avoid issues during check-in, ensure your profile information matches your ID exactly, including your first and middle names.

2. Line Manager: Input your Lead Minister in this field. If you do not know your Lead Minister, please select **Jaye Lindo**.

3. Approval process: You can leave this section empty. Mosaic uses this for internal organization purposes.

4. Payment: Please add any of your personal credit card(s) at this time. Jaye's card is only there as a default.

Booking Your Flight

1. Review and Pay tab: you can edit the trip name, if that is helpful for you ie. Delegate Assembly 25 or my trip to PA, Hawaiian Vacation, etc.

2. Please select and pay using your credit card. Jaye's card is only there as a default. If your congregation needs financial assistance, see corresponding Financial Assistance Guidelines.

3. Cost Center: Select your congregation from the drop-down menu.

4. Budget area: 5040 Travel

5. Event Name: Delegate Assembly'25

6. Who am I traveling for: For Assembly travel, select "Mosaic"

7. ⚠ Important: You never need to add FLEXIPERK – Cancellation Policy for \$24.00.

Mosaic has our own cancellation policy within TravelPerk. **You can cancel any booked travel with TravelPerk 24 hours prior to your flight.**

8. Note: All bookings will be approved through our admin process. Our team is notified once you book/accept your flight. If there are any adjustments needed, we will contact you. If all is well, you will be approved and sent confirmation as soon as the flight is secured with the airline.