

PROCEDURES FOR BOOKING AIRFARE THROUGH CWT

District Governors-elect air transportation to the DGE Seminar and International Convention will be handled exclusively by LCI's travel partner, **Carlson Wagonlit Travel (CWT)**.

Carlson Wagonlit Travel has an international presence. DGEs are required to use the designated CWT office which Lions Clubs International is working with to book their flights to and from Busan, Korea. Please do not use a local CWT office to book your flights.

Countries & Regions booked by CWT		
Africa	Estonia	Nigeria
Algeria	Finland	Norway
Argentina	FYR Macedonia	Pakistan
Australia	Greece/Cyprus	Paraguay
Bangladesh	Guam	Peru
Belgium	Hungary	Philippines
Bolivia	Iceland	Poland
Brazil	India	Portugal
British Isles	Indonesia	Romania
Bulgaria	Ireland	Russian Federation
Caribbean	Israel	Slovenia
Central America	Kenya	South Africa
Chile	Lebanon/Jordan	Spain
Colombia	Lithuania	Sri Lanka
Congo/Rwanda	Luxembourg	Sweden
Croatia	Malaysia/Singapore	Thailand
Czech Republic	Martinique/Guadalupe	Tunisia
Denmark	Mexico	Turkey
Dominican Republic	Morocco	Uruguay
Ecuador	Nepal	Zambia
Egypt	Netherlands	Zimbabwe

Please do not call CWT after completing your DGE Registration & Travel Form as this will delay the process. CWT will contact you to book your flights.

Airline Reservations: A representative from a regional CWT office will contact you via e-mail or phone to offer flight and airfare options.

Confirming Your Reservation:

- CWT will e-mail you a sample of your flight itinerary for you to confirm.
- Once you approve your flights the tickets will be issued and itinerary/E-ticket confirmation will be e-mailed.
- When you receive your e-ticket confirmation, please immediately verify that your name is spelled correctly and matches exactly as your name appears on your passport.

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- Also check that the dates, times and airport information is correct.
- **You will have 24 business hours to make any changes without penalty, after which change fees will apply.**

E-Tickets: Please note all tickets are electronic unless otherwise noted.

Deadline: Airline tickets must be issued by **January 30, 2012.**

Payment: For your convenience, **CWT will bill LCI directly for your flight.**

Flight Security Information: The airlines require you to provide **your full name as it appears on your passport, date of birth and gender.** CWT will require this information when booking your airline ticket.

Adult Companion: CWT will be happy to assist you with booking your adult companion's airline ticket. **Payment in full** is required at time of ticketing by personal credit card.

For reimbursement of up to US\$500 the DGE will be required to submit a completed DGE Adult Companion Travel Expense Claim form (Attachment #4) along with the required documentation below no later than **July 18, 2012.**

Laura Delgado, LCI Auditing Department
Email: laura.delgado@lionsclubs.org
Fax: 630-706-9199
Phone: 630-468-6846

- 1) COPY OF TICKETED TRAVEL ITINERARY INCLUDING ALL ROUTINGS, AIRLINES, FLIGHT NUMBERS, CLASS OF SERVICE, ARRIVAL/DEPARTURE DATES AND TIMES.
- 2) PROOF OF PURCHASE (COPY OF PAID RECEIPT OR CREDIT CARD TRANSACTION).

Guests: CWT can also assist you with booking airline tickets for guests. You will be asked to provide a valid credit card at the time of booking.

Side Trips and Upgrades: Please advise the CWT travel counselor when booking your flight that you are interested in a side trip or paying for an upgrade. CWT will be happy to assist you with the air itinerary only. Any increase in the airfare will be a personal expense. You will be asked to provide a valid credit card at the time of booking.

Using Frequent Flyer Miles: If you would like to use frequent flyer miles to upgrade your flight, please contact the appropriate airline for instructions. Airlines will not allow CWT to book flights or upgrade tickets using your frequent flyer miles. Any additional costs are considered a personal expense. The seat availability for frequent flyer miles is very limited and may not be available. LCI does not reimburse a DGE who prefers to use a free airline ticket acquired through frequent flyer miles.

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Checked Baggage: LCI will reimburse the DGE only for the first checked bag within the airline's guidelines for size and weight. Additional checked luggage or excess baggage fees are a personal expense.

Miscellaneous Items: Trip insurance and additional hotel room nights are considered a personal expense.

Entry/Exit Requirements: **All visitors entering the Republic of Korea must have a valid passport.** Your signed passport must be valid and contain sufficient blank pages for any visa stamps. The passport expiration date must be greater than six months beyond your stay.

Visas: Please check with your local Consulate or check the following website: Ministry of Foreign Affairs and Trade, Republic of Korea Homepage: <http://www.mofat.go.kr>.