

PROCEDURES FOR BOOKING AIRFARE - LOCAL AUTHORIZED TRAVEL AGENCY

Travel Procedures for District Governors–Elect from the following countries:

Austria	China	France
Germany	Hong Kong/Macao	Italy
Japan	Korea	New Zealand
Taiwan	Switzerland	Venezuela

Your air transportation to the DGE Seminar and International Convention should be handled by using the local, approved travel agency for your Multiple District. LCI encourages all DGEs and their adult companions to book and pay for their travel early to secure the best economy-class airfares and preferred routing.

Once you have completed and returned your **DGE Seminar and Convention Registration and Travel Form** to LCI, please proceed with booking your airfare through your approved agency. You will be reimbursed for the amount of your travel up to the maximum reimbursable amount which has been communicated directly to the travel agency. If you choose an itinerary with a higher airfare, you are responsible for the fare differential above the maximum approved amount.

For reimbursement, please submit or have your travel agency submit the following documentation directly to Lynda Rohr (lynda.rohr@lionsclubs.org) in LCI's Travel Department **as soon as your flight is booked** and no later than **July 18, 2012**:

- Invoice including the following information
 - a. traveler's name/s
 - b. cost per person
 - c. total cost of all travelers
- Travel Itinerary – a copy of the traveler's ticketed itinerary
 1. Travelers' names
 2. Ticket Numbers
 3. Complete routing including travel dates and times, airline information and flight numbers

Adult Companion Reimbursement Policy

Per board policy LCI will pay up to US\$500, if applicable, for your adult companion's travel to the DGE Seminar. This is for transportation only and does not include checked luggage fees which are considered a personal expense for the adult companion.

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 proper documentation no later than **July 18, 2012** to:

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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).

Ground Transfers in Busan, Korea: Please e-mail your final travel itinerary to travel@lionsclubs.org or fax to 1-630-571-1689 no later than **April 1, 2012**. LCI must have your travel information to arrange for your airport transfers from the airport to your hotel and back. If your itinerary is not received in advance, an airport transfer may not be available upon your arrival into Busan, Korea.

Side Trips and Upgrades: Please note that any increase in the airfare for a side trip or upgrade will be a personal expense.

Using Frequent Flyer Miles: If you would like to use frequent flyer miles to upgrade your flight, please contact the appropriate airline for instructions. 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.

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>.