

PROCEDURES FOR BOOKING AIRFARE – USA & CANADA

ALL DGES ARE REQUIRED TO BOOK THEIR FLIGHTS NO LATER THAN JANUARY 30, 2012.

All air reservations are handled exclusively through Carlson Wagonlit Travel (CWT).

Please complete and return your **DGE Registration & Travel Form** to: registration@lionsclubs.org by **January 16, 2012**.

Airline Reservations: After sending in your registration form to LCI, please wait 3 business days before contacting CWT. **For airline reservations please call:**

<p style="text-align: center;">Carlson Wagonlit Travel 1-(866)-953-9808 Monday – Friday 7:00 a.m. – 6:30 p.m. Central Time</p>

Once you make your reservation:

- Your ticket will be issued and your itinerary/E-ticket confirmation will be e-mailed to you.
- When you receive your e-ticket confirmation, please immediately verify that your name is spelled correctly and exactly matches your passport.
- 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: Both the USA Transportation Security Information and 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 Expense Claim form (Attachment #4) along with the required documentation below no later than **July 18, 2012** to:

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

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- 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.

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: **You must have a passport to enter the Republic of Korea.** 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. For U.S. and Canadian passport holders, you can enter the Republic of Korea without a visa for a stay of up to 90 days if you are a tourist.