



PROCEDURES FOR BOOKING AIRFARE OUTSIDE OF USA & CANADA

District Governors-elect from the following countries are required to use the **CWT Global Meetings and Events Office** to ticket their round-trip flights to Milan, Italy. Please do not use any other local CWT offices to book your flights.

Algeria	Colombia	Greece	Lebanon	Nigeria	Spain
Argentina	Congo, DRC	Guadeloupe	Lithuania	Norway	Sri Lanka
Australia	Costa Rica	Guam	Luxembourg	Pakistan	Sweden
Austria	Croatia	Guatemala	Macedonia, FYROM	Panama	Switzerland
Bangladesh	Cyprus	Guinea, Republic of	Madagascar	Paraguay	Tanzania
Belgium	Czech/Slovak Republic	Honduras	Malawi	Peru	Thailand
Benin	Denmark	Hong Kong	Malaysia	Philippines	Tunisia
Bolivia	Dominican Republic	Hungary	Mali	Poland	Trinidad and Tobago
Botswana	Ecuador	Iceland	Martinique	Portugal	Turkey
Brazil	Egypt	India	Mexico	Puerto Rico	Uganda
British Isles	Estonia	Indonesia	Morocco	Romania	Ukraine
Bulgaria	Ethiopia	Ireland	Nepal	Russian Federation	Uruguay
Burkina Faso	Finland	Israel	Netherlands	Singapore	Virgin Islands
Caribbean	France	Jordan	New Zealand	Slovenia	Zambia
Chile	Ghana	Kenya	Nicaragua	South Africa	Zimbabwe

All air reservations must be handled exclusively through CWT Global Meetings and Events Office and booked by Friday, March 29, 2019. The LCI approved travel dates are for an arrival of Thursday, July 4, 2019 and a departure of Tuesday, July 9 2019.

1. Complete and return your **2019 FVDG/DGE Registration & Travel Form** to: dgeseminar@lionsclubs.org by **Thursday, February 28, 2019**.
2. You will receive an e-mail from LCI confirming your registration.
3. CWT Global Meetings and Events will email you a proposed travel itinerary.
4. Upon receipt of your proposed itinerary/e-ticket, immediately verify:
 - Your name is spelled exactly as it is on your passport
 - Travel dates, times, flights and airport information are correct
5. Reply to CWT **within 24 hours** with your approval to issue your tickets or request any changes.
 - Tickets will not be issued until CWT receives your e-mail approving the itinerary.
 - Once tickets are issued, you will have **24 hours** to make any changes without penalty.
6. Changes made after the initial **24 hours** may incur an additional fare difference plus penalty/change fees which are considered a **personal expense**.



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E-Tickets: All tickets are electronic unless otherwise noted.

Payment: CWT will bill LCI directly for your flight.

Adult Companion and Guests: CWT will be happy to assist you with booking their flights. DGEs are required to pay the total airfare for their adult companion. Payment in full is required at time of ticketing by personal credit card. Please note that additional booking fees apply. Up to USD \$500.00 will be reimbursed for an eligible adult companion upon receipt of required documentation.

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.

Trip Deviations, Alternate Travel Dates, 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. Any increase in airfare resulting from non-approved travel dates, a side trip or upgrade is a **personal expense.**

Extensive research, flight planning and changes will incur an additional booking fee. 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 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.

Miscellaneous Items: Trip insurance is considered a **personal expense.**