



## PROCEDURES FOR BOOKING AIRFARE FROM USA & CANADA

All air reservations must be handled exclusively through Carlson Wagonlit Travel (CWT) and booked by the deadline of Friday, November 30, 2018.

**The LCI approved travel dates are for an arrival of Monday, February 11, 2019 and a departure of Friday, February 15, 2019**

1. Complete and return your **2019 FVDG/DGE Seminar Registration & Travel Form** to the LCI Registration and Housing Department at [dgeseminar@lionsclubs.org](mailto:dgeseminar@lionsclubs.org) by **Monday, October 22, 2018**.
2. You will receive an e-mail from LCI confirming your registration.
3. Please wait **3 business days** before contacting Carlson Wagonlit Travel to make your airline reservations:

**Carlson Wagonlit Travel (CWT)**  
**1-(866)-953-9808**  
**Monday – Friday 7:00 a.m. – 6:30 p.m. Central Time**

4. CWT will provide flight options, and you will approve your itinerary by telephone.
5. Upon email receipt of your proposed itinerary/e-ticket confirmation, immediately verify:
  - Your name is spelled correctly and exactly matches your passport.
  - Travel dates, times, flights, and airport information are correct.
6. Reply to CWT **within 24 hours**
  - CWT needs your approval to issue your airline ticket or make any changes.
  - Your ticket will be issued and emailed to you.
  - You will have up to **24 hours** to make any changes without penalty.
7. Changes made after the initial **24 hours** may incur an additional fare difference plus penalty/change fees which are considered a **personal expense**.

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

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

**Flight Security Information:** Both the TSA 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.

**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**.