



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 Chicago, Illinois, USA. Please do not use any other local CWT offices to book your flights.

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

All air reservations must be handled exclusively through CWT Global Meetings and Events Office and booked by 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 Registration & Travel Form** to: dgeseminar@lionsclubs.org by **Monday, October 22, 2018**.
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**.

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



PROCEDURES FOR BOOKING AIRFARE OUTSIDE OF USA & CANADA

Payment: 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.

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**.