



PROCEDURES FOR BOOKING AIRFARE – APPROVED LOCAL TRAVEL AGENCY

Travel Procedures for First Vice District Governors/District Governors-Elect from the following countries:			
China	Germany	Italy	Japan
Korea	Taiwan	Venezuela	

Air transportation to the 2019 FVDG/DGE Seminar in Chicago, Illinois, USA will be handled by your LCI **approved** travel agency for your District or Multiple District. LCI encourages DGEs to book and pay for their travel early to secure the best economy-class airfares and preferred routing.

All air reservations must be 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 Seminar 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. Book your flights through your LCI approved travel agency for your District or Multiple District.
4. The travel agency will provide LCI with your flight itinerary for airport transfers
5. Changes made after the initial **24 hours** of ticketing may incur an additional fare difference plus penalty/change fees which are considered a **personal expense**.

Reimbursements: The travel agency will bill LCI for one (1) economy round-trip airline ticket for the DGE by the shortest and most direct route for the approved travel dates only. Ticket reimbursement will be based upon the lowest logical standard or discounted economy class fare for the period of travel.

For reimbursement, please submit or have your travel agency submit the documentation to LCI Travel (dgetravel@lionsclubs.org) at LCI’s Travel Department as soon as your flights are ticketed and no later than **Friday, November 30, 2018**.

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

Using Frequent Flyer Miles: If you would like to use your frequent flyer miles to upgrade your flight, contact the airline for instructions. Any additional costs are considered a personal expense. 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: Trip insurance is considered a **personal expense**.