

Advantage Travel of CNY, Inc.

Nettleton Commons
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Syracuse, New York 13203

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Hours: 9am-5pm ET, Monday-Friday
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Sept 17, 2013

**Travel reservation form & payment
are due to Advantage Travel by
October 30, 2013.**

- FLIGHT INFORMATION & RESERVATION REQUEST FORM -

UNIVERSITY AT ALBANY

SPAIN PROGRAMS

JANUARY 8 – MAY 10, 2014

GROUP FLIGHT ITINERARY

08 JAN 14	IBERIA # 6252	DEPART : JFK NEW YORK	8:15PM
09 JAN 14		ARRIVE : MADRID	9:35AM
10 MAY 14	IBERIA # 6251	DEPART : MADRID	12:45PM
10 MAY 14		ARRIVE : JFK NEW YORK	3:00PM

GROUP FLIGHT FEATURES

- : Non-stop transatlantic flights.
- : Return date flexibility.
- : Overseas program staff will meet the group upon arrival in Madrid.
- : Group flights are monitored by Advantage Travel personnel.
- : Arrival transfers are provided for group flight participants.
- : Airline ticket is valid for one year from date of purchase.

AIRFARE

- : Round trip fare: \$444. Fuel Surcharges, taxes, government and airline fees: \$591 Processing fee: \$35 **Fare total is \$1070.**
*The fuel surcharges, taxes, government and airline fees that are shown above are accurate at the time of this printing. They are, however, subject to change until tickets are issued (not when payment is received).
- : Any luggage fees* imposed by the airlines are additional and are at your own expense. Please refer to the "BAGGAGE" section in this document and visit the Iberia Airlines Website: http://www.iberia.com/jba/aa/en_US/baggage/baggageAllowance.html
*Baggage policy is determined at the time airline tickets are issued; not when the reservation form is received.
- : Group rates and benefits are based on a minimum of 10 passengers traveling round trip together

OUTBOUND TRAVEL

- : A limited number of seats are available on the itinerary shown above.
- : Transportation to connect to the group flight(s) is not included (see section on "Domestic Connections")
- : Please plan to check in at JFK NEW YORK a minimum of 3 hours prior to scheduled departure.
- : Deviations are not permitted on the outbound flight. Students must travel together from JFK to Madrid.

RETURN FLIGHT INFORMATION

- : Return flight service is from Madrid to JFK on Iberia Airlines.
- : Students who do not wish to return on the group flight may select an alternate return date (see section on "Deviations and Changes")
- : Alternate routings and/or airlines are not permitted.
- : Airline tickets cannot be issued with an "open" return. The airline ticket must show a return itinerary and travel dates.
- : Return travel must be completed by January 7, 2015.

DOMESTIC CONNECTIONS

- : If you wish to have Advantage Travel provide a quote for connecting flights to/from JFK, please use the space provided on the reservation form. Suggested itineraries and pricing will be emailed to you.

If you are booking domestic connections on your own, please do not confirm non-refundable type tickets until you have received email confirmation of your international flights.

DEVIATIONS & CHANGES

PRIOR TO TICKET ISSUANCE

- : Students who do not wish to return on the group flight may select an independent return travel (subject to a fee of \$175 plus any fare difference).
- : Please use the reservation form to request any deviations.
- : Your ability to make changes after the airline ticket has been issued is limited. Please read the information on change fees below and consider your return plans carefully before purchasing your airline ticket.

AFTER TICKET ISSUANCE

- : Fees apply for all changes after the airline ticket has been issued.
- : One return date change is permitted for the following fees and conditions:
 - Date change made 30 days or more prior to the original return date and new return date: \$225 plus any fare difference.
 - Date change made less than 30 days prior to the original return date and new return date: \$300 plus any fare difference.
- : Only one change is permitted at the fare levels shown above. Additional changes will result in a minimum penalty of \$250 in addition to these fees.
- : Routing changes (i.e. adding or deleting stops, changing the cities you fly out of or into) are not permitted, even for a fee. Return travel is valid on Iberia Airlines on the originally ticketed itinerary only. Should you wish to alter your routing after your airline ticket has been issued, you will forfeit the entire value of your return ticket and will have to purchase a one-way ticket for onward travel.
- : Return date change requests must be submitted to Advantage Travel in writing. You will not be able to make changes with the airline directly.

IMPORTANT INFORMATION ABOUT AVAILABILITY....In order to book or change any flights, seats must be available in a specific inventory, which is limited and is not guaranteed; a fare difference may apply. *Please be flexible with your dates and make changes early for best availability.*

SUBMITTING A RESERVATION REQUEST FORM

- : Reservation request forms are due on or before **October 30th**. Reservation requests may be mailed, faxed, scanned and emailed or, if you're paying by credit card, may be submitted online.
<http://www.groupminder.com/internet/resEvt.cfm?entType=1&entId=0&cstId=74&orgId=24>
- : Phone orders are not accepted.
- : Airline documents are issued based on the information you provide on the reservation request form. University at Albany and/or Advantage Travel are not responsible for any fees incurred due to incorrect or incomplete information, so please be as accurate as possible when completing the reservation form.

PROCESSING YOUR RESERVATION / FLIGHT CONFIRMATION

- : Group flight requests are honored on a first-come, first-served basis.
- : If you are booking the round trip group flights online you may request an immediate email confirmation. If you plan to fax or scan and email the form, our agents will process your reservation request and email you the confirmation.
- : If you are requesting a deviation (travel on an alternate date, connecting flights, etc.) you will receive the flight options by email after our agents have checked rates and availability. Requests for deviations are processed manually, so please allow a few days for our agents to research the options and send you pricing and itinerary choices.
- : Please review our emails carefully and notify us of any discrepancies so that unnecessary fees and penalties can be avoided.
 - **Your first and last name must match your passport exactly.** (Middle names generally do not appear on airline tickets.)
 - Alternate arrangements will be offered if the dates/flights you request are not available. Therefore, it is also important that you **review your itinerary for accuracy.**
- : Should your group flight application form be received after seats on the group flight are sold out, Advantage Travel will do all possible to get you on the same flight as the group, although a fare difference may apply.
- : Most group flight participants will not see a seat assignment on the flight confirmation. Typically, the airlines reserve a block of seats for the group and allocate individual seat numbers at the airport on the day of departure.

DOCUMENT DELIVERY

- : Your airline ticket will be issued electronically. You should receive your e-ticket confirmation/itinerary 10-21 days prior to departure. E ticket confirmations are sent to the email address (es) you provide on the reservation request form.
- : If you have NOT received your airline documents within 7 days of departure, please call Advantage Travel at 800-788-1980.

PAYMENT

- : Payments are due to Advantage Travel at the same time reservation requests are submitted. A \$50 late booking fee applies to reservation requests and/or payments received on/after October 31st.
- : We accept MasterCard, VISA, Certified Checks and Money Orders. Personal checks are accepted as long as they are received on or before the form due date. A \$40 fee applies to all returned checks.

CANCELLATIONS

- : A \$350 penalty applies for cancellations received on or before November 21st.
- : There are no refunds for cancellations on/after November 22, 2013.
- : There are no refunds for unused flight segments.
- : Failure to check-in on time and/or use any portion of your ticket invalidates the entire ticket and the document loses all value.

BAGGAGE

- : The airlines have very strict policies with regards to luggage, which are subject to change without notice. They have the right to charge for and/or refuse overweight, oversized or additional luggage. In order to be prepared on the day of departure, all travelers must reconfirm luggage allowances and restrictions directly with the airlines. You may phone Iberia Airlines at 1 -800-772-4642 or find information on the Iberia Airlines website: http://www.iberia.com/jba/aa/en_US/baggage/baggageAllowance.html
- : Baggage policy is determined at the time of ticket issuance; not when payment is received.
- : For current information on what can and cannot be brought onto an aircraft, please refer to the [TSA website](#).
- : The inclusion of other airlines in your flight itinerary (e.g. adding a connection from your home town) may change the rules that you need to follow. In order to be prepared on the day of departure, it is our recommendation that you check the luggage rules of all airlines in the itinerary and follow the most restrictive rules.
- : If all of your flights are on a single ticket, you can expect to through-check luggage to your final destination. If you have multiple tickets, you should expect to claim and recheck your luggage at connecting points.

MISCELLANEOUS

ENTRY REQUIREMENTS

- : All U.S. citizens traveling abroad must possess valid travel documents, which may include a passport and/or visa. Different situations require different documents. *You do not need to be in possession of these documents to make flight reservations*, however, it is your responsibility to make sure that you have the proper documentation prior to travel. Any costs associated with the failure to have proper travel documentation (including but not limited to the loss of the entire ticket cost) is solely the responsibility of the traveler. You can familiarize yourself with the specific document requirements for the country(s) you are visiting by contacting the U.S. Department of State (www.travel.state.gov) or by contacting your study-abroad program coordinator.

TSA "SECURE FLIGHT" DATA

- : Advantage Travel must collect date of birth, gender and full name from all travelers in order to satisfy federal requirements mandated by the Transportation Security Administration (TSA). Advantage Travel cannot accept or process any reservation requests, with out this information. TSA'S privacy policy, as well as additional details can be found at www.tsa.gov using the keywords, "Secure Flight".

INSURANCE

- : You may want to consider purchasing insurance to cover unexpected medical/accident costs, damage or theft of personal property while you're abroad or to cover nonrefundable airline penalties.
 - The **INTERNATIONAL STUDENT IDENTITY CARD (ISIC)** offers travel discounts for students as well as international insurance coverage (as well as an option to upgrade to purchase enhanced coverage). The card (with basic insurance coverage) can be purchased for \$25 from Advantage Travel.

Please contact Lori Iannuzzo (liannuzzo@advantagecny.com) for details.

TRAVEL INSURED offers an "Airline Ticket Protector" policy to cover non-refundable airfare costs that will work for most student travelers. They also offer more traditional coverage for vacation travel.

Travel Insured Website: www.travelinsured.com Phone 800-243-3174 Reference: 47200

SPECIAL SEAT ASSIGNMENTS

- : Since the airlines control pre-assigned seating, Advantage Travel can request, but cannot guarantee, specific seats. If you have specific seating needs due to a physical condition, please contact Advantage Travel prior to purchasing your ticket to determine if your seating needs can be accommodated.

SPECIAL MEALS

- : Most standard meal requests (i.e. vegetarian, kosher, low-fat, lactose free, etc.) can be honored on long-haul flights if they are requested at least 72 hours prior to departure.
- : Allergen-free meals and/or an allergen-free environment are not available on all services. If your allergy is severe, it is strongly recommended that you carry appropriate medicine in the event of a reaction. The airlines must be notified prior to travel if you have an allergy that could result in death.

MEDICAL CONCERNS

- : Air travel, in particular over long distances, exposes passengers to a number of factors that may have an effect on their health and well-being. Passengers with health concerns should consult their doctor and the airline prior to committing to travel.

DISINSECTION

- : Disinsection is permitted under international law in order to protect public health, agriculture and the environment. Some countries require insecticide spraying of aircraft. Federal law requires that we refer you to the [DOT's disinsection website](#) for information on what countries require disinsection and how insecticides are introduced to the aircraft in those countries.

TRAVEL INTERRUPTIONS

- : Unfortunately, travel interruptions (schedule changes, weather, strikes, equipment malfunction, etc.) do occur and may cause disruption to your itinerary- be prepared! Travel with extra money, cell phones and cell phone charges, clothes, and any necessary medication, etc. Advantage Travel is not responsible or liable for interruptions caused by the airlines, acts of God or others.

RESERVATION REQUEST FORM & PAYMENT ARE DUE TO ADVANTAGE TRAVEL ON OR BEFORE OCTOBER 30, 2013

FORM MAY BE FAXED, MAILED, SCANNED AND EMAILED OR, IF PAYMENT IS BY CREDIT CARD, MAY BE SUBMITTED ONLINE.

<http://www.groupminder.com/internet/resEvt.cfm?entType=1&entId=0&csId=74&orgId=24>

If you are accepted after the deadline please contact Advantage Travel for group flight availability and pricing.

If you are faxing your form, kindly wait 24 hours before calling to see if it has been received.

Mail to: Advantage Travel of CNY, Inc.
313 East Willow Street, Suite 104
Syracuse, NY 13203

Fax to: 315-471-6264
E-mail: sgordon@advantagecny.com

FLIGHT RESERVATION REQUEST FORM

UNIVERSITY AT ALBANY

SPAIN PROGRAMS

JANUARY 8 – MAY 10, 2014

University at Albany and/or Advantage Travel are not responsible for fees incurred due to incorrect or incomplete information, so care should be taken to provide complete and accurate information below.

Traveler's Information

Name, exactly as it appears on your passport (or the legal document you will use to check in for your flights):

*Last _____ *First _____ *Middle _____

Mailing Address: _____

Cell Phone: _____ *Date of Birth _____ *Gender _____
MM / DD / YYYY

E-mail: _____

*Mandatory fields. Reservation cannot be processed without this information. Fees apply for name changes after airline tickets are issued.

Passport Information

If you do not have your passport yet (it is not required in order to confirm the group flight), please forward the information as soon as possible.

Passport Number _____ Issue Date _____ Expiration Date _____

Country of Citizenship _____ Country of Birth _____

Issuing Authority _____

Parent / Emergency Contact Information

Emergency Contact Name: _____ Relationship: _____

Daytime Phone: _____ Evening Phone: _____

Cell Phone: _____ E-mail: _____

Flight Request

DOMESTIC U.S. CONNECTIONS: (If you would like a quote on domestic connections, please use the spaces below to indicate your travel needs.)

I would like a quote for travel from _____; returning to _____

If you are requesting domestic connections, kindly allow a few days for us to research the best flight options and respond to you by e-mail.

OUTBOUND INTERNATIONAL TRAVEL:

If you are completing this reservation form you are indicating that you wish to travel with the group between JFK and Madrid on January 8, 2014.

RETURN INTERNATIONAL TRAVEL:

Please use the spaces below to indicate your return plans.

_____ I wish to return on the group flight from Madrid to New York JFK on May 10, 2014.

-or-

_____ I will not return with the group. I wish to return from Madrid to NY/JFK on an independent date. (Subject to a fee of \$175 plus any fare difference)

1st choice date _____ 2nd choice date _____

Fare Calculation

(For students whose forms are submitted on or before October 30, 2013)
(If you are requesting return travel on an alternate date – any fare difference will be emailed to you.)

+ \$ 444.00	Round trip New York JFK / Madrid flights.
+ \$ 591.00	Current fuel surcharges, taxes, airline and government fees (subject to change until airline tickets are issued)
+ \$ 35.00	Processing fee
+ \$ _____	Late booking fee -\$50.00-for forms/payments received on/after October 31 st (waived if you're accepted late)
+ \$ _____	Total amount enclosed or to be charged

Authorization / Payment Information

I acknowledge and understand that fees apply for cancellation and/or changes once the reservation request form has been processed.

I understand that taxes, fuel surcharges, government and/or airline fees are subject to change until tickets are issued (not when payment is made). Advantage Travel of CNY, Inc. agrees to notify me of any increase or decrease in these mandatory fees after the reservation form has been submitted and I hereby authorize Advantage Travel of CNY, Inc. to charge or credit my account for any cost difference.

SIGNATURE of TRAVELER: _____

SIGNATURE of CARDHOLDER OR CHECK SUBMITTER: _____
(Form cannot be processed without the appropriate signatures.)

PAY BY CREDIT CARD: MasterCard _____ VISA _____ Amount Authorized: \$ _____

Card Number _____ CVV CODE _____ Exp. Date _____

Cardholder Name _____

Cardholder's Complete Billing Address _____

Cardholder's Daytime Phone _____ Business Phone _____

Cardholder's Signature (X) _____

PAY BY CHECK OR MONEY ORDER:

Make payable to Advantage Travel of CNY, Inc.

Payment is due on or before October 30th.

Please send to: **ADVANTAGE TRAVEL OF CNY, INC**
313 E WILLOW STREET, SUITE 104
SYRACUSE, NY 13203

Special Requests

Please indicate any special requests: _____

Special seat requests will be passed onto the air carrier. However, since the international air carrier controls seating on the group flight(s), Advantage Travel does not control and thereby cannot guarantee, special seat requests on group flights.

Most standard meal requests (i.e. vegetarian, kosher, low-fat, lactose free, etc.) can be honored on long-haul flights if they are requested at least 72 hours prior to departure.

Allergen-free meals and/or an allergen-free environment are not available on all services. If your allergy is severe, it is strongly recommended that you carry appropriate medication in the event of a reaction. The air carrier must be notified prior to travel if you have an allergy that could result in death.

PLEASE MAKE A COPY OF THIS FORM AND RETAIN FOR YOUR RECORDS.

UNIVERSITY AT ALBANY
SPAIN PROGRAMS
JANUARY 8 – MAY 10, 2014

You are responsible and bound by the regulations and policies of the carrier including, but not limited to, the information contained herein. Advantage Travel does not assume further responsibility for any aspect of your travel beyond securing this fare and issuance of your ticket. In order to acquaint yourself with the regulations that govern your travel, please review this document thoroughly and refer to the appropriate airline website. Your acceptance of this fare and ticket constitutes acknowledgement of the above.