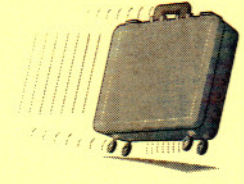




VERY IMPORTANT!!!



- ✓ **Carefully review all tickets and travel documents today!** Please do not wait until the date of travel. Check the actual tickets and/or flight vouchers for accuracy. Be especially careful to check the travel dates, times, what is included and, if traveling to a foreign country, check entrance requirements. Call us if you have any questions. Verification of the reservation accuracy rests with the traveler and traveling companions. Reservations and travel documents will be considered accurate if Travel Brokers management does not receive notification of an error within 24 hours of receipt of an invoice, itinerary, or travel documents.
- ✓ **Flight times are subject to change or cancellation. Travelers are responsible for checking for schedule changes by reconfirming all flights 24 hours prior to departure for domestic flights and 72 hours for international flights.** Reconfirm again a few hours before departure to check for any late changes. Some airlines will cancel international reservations if they are not reconfirmed 72 hours in advance. Do not forget to reconfirm continuing and/or return flights 24 hours (domestic) or 72 hours (international) in advance as well. You can reconfirm by calling the airline directly or checking the airline's website. Note: Check-in times may be subject to change based on holiday travel periods and security alert levels.
- ✓ **INTERNATIONAL TRAVELERS-** Identification is required for travel outside the United States and for re-entry. A Passport is recommended. A certified state issued copy of a birth certificate bearing a stamped impression of the issuing authority and a picture ID may be acceptable. Persons born prior to 1960 can NOT use a hospital issued birth certificate. In addition, some countries require other documents such as a Visa, tourist card, and/or health certificates. Some documents take a while to obtain. International travelers must take responsibility in determining, requesting, and obtaining all required documents as soon as possible.
- ✓ Due to increased security at all airports, a government issued picture identification such as a driver's license is required at check-in. The name on the ticket must match your identification. Allow at least 90 minutes for check-in for domestic flights, 2½ hours for international flights.
- ✓ Many airlines have changed or are enforcing their baggage and carry-on policies. Generally, but not always, two check-ins and one carry-on are allowed on domestic flights. There is a charge for extra and overweight luggage. Charter and international flights have varying baggage policies. Check with the carrier for specific guidelines.
- ✓ Questions or concerns on baggage may be directed to the air carrier's web site or toll free number. Telephone numbers may be found on airline ticket jackets or in travel documents. Numbers not listed may be obtained by dialing toll free directory assistance at 1-800-555-1212.
- ✓ Travelers should check with the Center for Disease Control at www.cdc.gov regarding health concerns and preventative measures for travel to their destination. For concerns about travel safety to a destination or general questions about the destination travelers can go to <http://travel.state.gov>.
- ✓ Travel Insurance is recommended for travel to all destinations. Ask one of our agents for details.
- ✓ Most airlines and other travel suppliers have fees for ticket exchanges, cancellations and other transactions. Unless stated otherwise, in writing, any change to a purchase will result in a fee by the actual travel supplier and by the Travel Brokers, Inc.
- ✓ Credit card purchases may be split and appear as two separate charges on a credit card statement(s), one by the airline (or other travel supplier) and one by the Travel Brokers, Inc. The sum of the two charges will equal the total purchase listed on the invoice(s).
- ✓ Hotels are usually confirmed on a guaranteed payment basis. Cancel unwanted hotel reservations. A no-show status at a hotel booked under a guarantee basis will result in a charge.
- ✓ Rental car rates do not include additional amounts that may be due at the counter including but not limited to: federal, state and local taxes, airport concession fees, insurance (CDW), and state and local surcharges.
- ✓ More travel information is available by going to our website www.travelbrokersinc.com.



Thank you for choosing Travel Brokers. We enjoy being your travel company and hearing from you. If you have any concerns or wish to express comments about our services or the vendors we use please contact our Customer Relations and Industry Affairs number at 810-238-7472.