AdvantageTravel of CNY, Inc.
Nettleton Commons
313 East Willow Street, Suite 104
Syracuse, New York 13203

Phone: 315-471-2222 or 800-788-1980
Fax : 315-471-6264
Hours : 9am-5pm ET, Monday-Friday
E-mail : sgordon@advantagecny.com

January 25, 2018

Travel reservation form & payment are due to Advantage Travel on or before March 30, 2018.

- FLIGHT INFORMATION & RESERVATION REQUEST FORM –

SYRACUSE UNIVERSITY
FLORENCE SUMMER PROGRAM
MAY 30 – JULY 13, 2018

GROUP FLIGHT OPTION #1 (with 6:45 a.m. return flight)

AIR								
KLM	**Flight Number** KL0646	**Class:** Economy	**From:** John F. Kennedy, New York, New York - Terminal 4	**Leaving:** Wed 30 May 06:30PM	**Destination:** Schiphol, Amsterdam, Netherlands	**Arriving:** Thu 31 May 07:50AM	**Flying Time:** 7h20m **Stops:** 0	
AIR								
KLM	**Flight Number** KL1641	**Class:** Economy	**From:** Schiphol, Amsterdam, Netherlands	**Leaving:** Thu 31 May 09:35AM	**Destination:** Peretola, Florence, Italy	**Arriving:** Thu 31 May 11:30AM	**Operated By:** /KLM Cityhopper **Flying Time:** 1h55m **Stops:** 0	
AIR								
KLM	**Flight Number** KL1638	**Class:** Economy	**From:** Peretola, Florence, Italy	**Leaving:** Fri 13 Jul 06:45AM	**Destination:** Schiphol, Amsterdam, Netherlands	**Arriving:** Fri 13 Jul 09:00AM	**Operated By:** /KLM Cityhopper **Flying Time:** 2h15m **Stops:** 0	
AIR								
DELTA	**Flight Number** DL0049	**Class:** Economy	**From:** Schiphol, Amsterdam, Netherlands	**Leaving:** Fri 13 Jul 10:55AM	**Destination:** John F. Kennedy, New York, New York - Terminal 4	**Arriving:** Fri 13 Jul 01:10PM	**Flying Time:** 8h15m **Stops:** 0	

GROUP FLIGHT OPTION #2 (with 12:10 p.m. return flight)

AIR								
KLM	**Flight Number** KL0646	**Class:** Economy	**From:** John F. Kennedy, New York, New York - Terminal 4	**Leaving:** Wed 30 May 06:30PM	**Destination:** Schiphol, Amsterdam, Netherlands	**Arriving:** Thu 31 May 07:50AM	**Flying Time:** 7h20m **Stops:** 0	
AIR								
KLM	**Flight Number** KL1641	**Class:** Economy	**From:** Schiphol, Amsterdam, Netherlands	**Leaving:** Thu 31 May 09:35AM	**Destination:** Peretola, Florence, Italy	**Arriving:** Thu 31 May 11:30AM	**Operated By:** /KLM Cityhopper **Flying Time:** 1h55m **Stops:** 0	
AIR								
AIRFRANCE	**Flight Number** AF1367	**Class:** Economy	**From:** Peretola, Florence, Italy	**Leaving:** Fri 13 Jul 12:10PM	**Destination:** Charles De Gaulle, Paris, France - Aerogare 2 Terminal F	**Arriving:** Fri 13 Jul 02:00PM	**Flying Time:** 1h50m **Stops:** 0	
AIR								
AIRFRANCE	**Flight Number** AF0010	**Class:** Economy	**From:** Charles De Gaulle, Paris, France - Aerogare 2 Terminal E	**Leaving:** Fri 13 Jul 04:45PM	**Destination:** John F. Kennedy, New York, New York - Terminal 1	**Arriving:** Fri 13 Jul 07:10PM	**Flying Time:** 8h25m **Stops:** 0	

GROUP FLIGHT FEATURES

- Flexible return options – fly with the group or select independent travel
- Option to purchase domestic connections to the international gateway
- Overseas staff meets group flight participants upon arrival in Florence
- Check-in assistance is provided by Advantage Travel on the day of U.S. departure
- Group flights are monitored by Advantage Travel personnel

AIRFARE

- Round trip fare: $708, Taxes, fuel surcharges, government and airline fees*: $416, Processing fee: $35, **Total fare is $1,159**.
- The round trip fare is guaranteed for students on the round trip group flights. 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 KLM website. 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.
- Airline ticket is valid for one year from the date of purchase.
- Upgrades paid or otherwise, are not permitted.

OUTBOUND TRAVEL

- Transportation to connect to the group flight(s) is not included (see section on "Domestic Connections").
- Please plan to check in for your international flight a minimum of 4 hours prior to scheduled departure.
- Upon arrival at New York/JFK airport, students should proceed to the KLM check-in area in Terminal 4 to meet the Advantage Travel and Syracuse University representative(s).

DOMESTIC CONNECTIONS

- If you wish to have Advantage Travel provide a quote for flights to connect to the group flight(s), please use the space provided on the reservation request form. Suggested itineraries and pricing will be emailed to you for your review and approval.

> 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 and please allow additional time between flights to claim and re-check your bag(s).

RETURN FLIGHT INFORMATION

- Students who do not wish to return on the group flight(s) may request independent travel arrangements (see section on "Modifications").
- 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 May 29, 2019.
- You may not return earlier than the July 13th program end date without prior approval from Syracuse University. Please phone the school at 315-443-3471 if you need to return early.
- ACADEMIC YEAR STUDENTS: Please note that the airlines can only confirm flights 330 days prior to flight date, therefore we will be able to request the new date when it becomes available.

MODIFICATIONS

- Your ability to make changes to the itinerary is limited. Please read the information below and consider your plans carefully before purchasing your airline ticket.
- Students must travel together on the outbound flight(s).
- A limited number of modifications are permitted per group. Modification requests will be processed on a first-come, first-served basis.
- Itinerary modification requests must be submitted in writing. To minimize fees, they should be submitted with the original reservation request. If a modification is required after the reservation form has been submitted, the request should be submitted by email. Changes cannot be made with the airline directly.

ON OR BEFORE MARCH 30, 2018

- Fees apply for all modifications.
- If you do not wish to return on the group flight, you may request an independent return ($100 deviation fee plus any applicable fare difference).

ON OR AFTER MARCH 31, 2018

- Fees apply for all modifications.
- 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: $375 plus any fare difference.
  - Date change made 29 days or less prior to the original return date and new return date: $450 plus any fare difference
- Only one change is permitted at the fare levels shown above. Subsequent changes will result in additional 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 KLM 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.
- Once airline tickets are issued, the itinerary must be flown in sequential order. Failure to use any portion of your ticket invalidates the entire ticket and the document loses all value.

> **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 and to avoid disappointment.*

SUBMITTING A RESERVATION REQUEST FORM

: A limited number of seats are available. Please submit reservation requests as soon as possible to avoid disappointment.
: Reservation request forms are due on or before March 30, 2018.
: Reservation requests may be mailed, faxed, scanned and emailed or, if you're paying by credit card, may be submitted online. Phone orders are not accepted.
: Airline documents are issued based on the information you provide on the reservation request form. Syracuse University 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 have requested a quote for itinerary modification(s) or connecting flights, you will receive the flight options by email after our agents have checked rates and availability. These requests 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, middle 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.
: Unless you request otherwise, your e-ticket will be issued round trip and the same confirmation and/or e-ticket number will apply to your return, so please do not delete this information after you reach your destination.
: The e-ticket confirmation / itinerary is sent to the email addresses you provide on the reservation request form, so please be sure to provide an active email address that you check regularly.
: If you have NOT received your airline documents within 7 days of departure, please call Advantage Travel at 800-788-1980.
: **Note**: The e-ticket that you will receive from us will not have a bar code that can be scanned. You will use your confirmation number for airline check-in.

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 March 31, 2018.
: 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

: Fees apply for all cancellations after the reservation request form has been received.
  : If you cancel on or before April 12, 2018: Cancel penalty is $450.
  : If you cancel on or after April 13, 2018: Cancel penalty is 100% of the total fare.
: 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.
: We highly recommend travel insurance to protect against unforeseen events (please refer to the "Insurance" section).

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 KLM at 800-225-2525 or find information on the KLM website (follow *reduced economy class* travel rules).
: 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 (please allow adequate time between flights).
: Federal law forbids the carriage of certain hazardous materials, such as aerosols, fireworks, and flammable liquids, aboard the aircraft. If you do not understand these restrictions, contact your airline or go to the FAA website.
: **EFFECTIVE JANUARY 2018**: Spare lithium batteries should be removed from any checked or gate-checked baggage. You should also plan to remove lithium batteries that are part of bags themselves (sometimes referred to as "smart bags"). These batteries can be transported in your carry-on baggage. Most airlines will refuse to accept any bags with non-removable lithium batteries.

ENTRY REQUIREMENTS

- All U.S. citizens traveling abroad must possess valid travel documents, which includes a passport and, possibly, a 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.
- Most countries require that passports be valid for a certain length of time beyond your intended stay. Please make sure that you are aware of the restrictions of the country or countries you are visiting.
- 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 without this information. TSA's privacy policy, as well as additional details can be found at www.tsa.gov using the keywords, "Secure Flight".

AIRPORT SECURITY

- New security measures may result in additional searches and questions at the airport. Customers may be asked to turn on personal electronic or battery powered devices in order to demonstrate how they work. If, when requested, you are unable to turn your device on, you will not be able to travel with your device and/or be denied boarding. To help avoid delays to your journey please ensure you arrive at the airport with all your devices fully charged. Passengers can choose to place any uncharged or not working devices into their checked luggage at time of check in.

INSURANCE

- Most study abroad organizations mandate that you have basic insurance coverage for unexpected medical/accident costs while you are abroad. Please check your program literature to determine what insurances are included/available/recommended for your particular program.
- Advantage Travel partners with **ALLIANZ GLOBAL ASSISTANCE** to cover flight cancellations/delays, for non-refundable airline penalties, for damage or theft of personal property while you're abroad, etc., Many of these policies also include coverage for medical/accident costs which is not intended to replace any insurance required by your study abroad organization.
- You may get a quote and purchase a policy on the Allianz Global Assistance website by entering the **Travel Agency ID: F206241.**

SPECIAL SEAT ASSIGNMENTS

- Since the airlines control pre-assigned seating, Advantage Travel 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. You must notify the airlines 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.
- Traveling with medical oxygen, mobility aids and other assistive devices may require airline pre-approval or be restricted from carriage entirely. Passengers requiring these items should contact the airline operator for information on use of such devises.

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 charger, clothes, and any necessary medication, etc. Advantage Travel is not responsible or liable for interruptions caused by the airlines, acts of God or others. Travel insurance is highly recommended.

TRAVEL ASSISTANCE

- If you are delayed getting to the airport for any reason, please call us toll-free at 1-800-788-1980. If you get the answering machine, please leave a message with your name, phone number and a brief description of your situation AND call the emergency number provided in the automated message. Our agents will make every effort to assist you in getting to your group flight.
- If you are trying to coordinate your travel with family or friends, please phone our office at 1-800-788-1980. Our agents will be happy to assist planning their travel, too!

RESERVATION REQUEST FORM & PAYMENT ARE DUE TO ADVANTAGE TRAVEL ON OR BEFORE MARCH 30, 2018

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

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

SYRACUSE UNIVERSITY
FLORENCE SUMMER PROGRAM
MAY 30 – JULY 13, 2018

Syracuse University 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

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

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

*Last _____ *First _____ *Middle _____

*Date of Birth _____ *Gender _____
MM / DD / YYYY

Contact information:

Mailing Address (street, city, state, zip):_____

*Cell Phone: _____ Trusted Traveler or Global Entry Nbr: _____

*E-mail: _____

(Please provide an active email that you check regularly as all correspondence will be sent to this email address.)

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.

INTERNATIONAL GROUP FLIGHTS:

____ I wish to travel round trip on **GROUP FLIGHT OPTION #1** (with 6:45 a.m. return flight)

- OR -

____ I wish to travel round trip on **GROUP FLIGHT OPTION #2** (with 12:10 p.m. return flight)

- OR -

____ I wish to return independently from Florence to New York/JFK ($100 deviation fee plus any applicable fare difference):

Return on (1st choice return date) _____ Return on (2nd choice return date) _____

Fare Calculation

For students whose forms are submitted on or before March 30, 2018.
If you are requesting connecting flights and/or itinerary modifications, any fare difference will be emailed to you.

+ $ 708.00	Round trip New York/JFK – Florence flights
+ $ 416.00	Current taxes, fuel surcharges, airline and government fees *subject to change until airline tickets are issued
+ $ 35.00	Processing fee
+ $ _____	Optional Charges (i.e. domestic connections, stopovers, etc.)
+ $ _____	Late booking fee -$50.00-for forms/payments received on/after March 31st (waived if you're accepted late)
+ $ _____	**Total amount enclosed or to be charged**

Authorization / Payment Information

I have read the terms and conditions contained herein and 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 March 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: _____

_____

_____

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

SYRACUSE UNIVERSITY
FLORENCE SUMMER PROGRAM
MAY 30 – JULY 13, 2018

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 the airfare 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 and governent websites. Your acceptance of this fare and ticket constitutes acknowledgement of the above.