



Nettleton Commons
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Syracuse, New York 13203

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Hours : 9am-5pm ET, Monday-Friday
E-mail : sgordon@advantagecny.com

March 2, 2017

**Please forward the reservation
request to Advantage Travel.**

- FLIGHT INFORMATION & RESERVATION REQUEST FORM -

**SYRACUSE UNIVERSITY
MADRID SUMMER PROGRAM
MAY 17 – JUNE 30, 2017**

OFFICIAL PROGRAM FLIGHTS:

AIR								
	Flight Number UX0092	Class: Economy	From: New York JFK, NY - Terminal 4	Leaving: Wed 17 May 10:05PM	Destination: Madrid, Spain - Terminal 1	Arriving: Thu 18 May 11:30AM	Aircraft Type:	Airbus A330- 200
							Flying Time:	7h25m
							Stops:	0
AIR								
	Flight Number UX0091	Class: Economy	From: Madrid, Spain - Terminal 1	Leaving: Fri 30 Jun 03:15PM	Destination: New York JFK, NY - Terminal 4	Arriving: Fri 30 Jun 05:40PM	Aircraft Type:	Airbus A330- 200
							Flying Time:	8h25m
							Stops:	0

There are no blocked seats for this program. Since seats are available on a first-come, first-served basis only, rates are based on availability at the time the reservation request form is submitted. Availability is limited and is *not guaranteed*. Please make reservations as soon as possible to secure the lowest fare level.

OFFICIAL PROGRAM FLIGHT FEATURES

- : Nonstop flights
- : Flexible return options – fly on the program dates or select independent travel
- : Option to purchase domestic connections to the international gateway
- : Overseas staff meets group flight participants upon arrival in Madrid
- : Airport assistance is provided by Advantage Travel on the day of departure
- : Group flights are monitored by Advantage Travel personnel

AIRFARE

Limited space on the above itinerary is currently available at **\$582** round trip including all taxes and fees. Please submit reservation requests as soon as possible to avoid disappointment. **Since fares and flights are not guaranteed until booked and purchased, students are strongly encouraged to book as soon as they know that they are accepted into the program.** Once seats at this fare level are sold out, additional seats may be available at a higher fare level. Any luggage fees imposed by the airlines are additional and are at your own expense. Please refer to the [Air Europa website](http://www.aireuropa.com) for complete information. Airline ticket is valid for one year from the date of purchase. Return travel must be completed by November 13, 2017.

DOMESTIC CONNECTIONS

If you wish to have Advantage Travel provide a quote for flights to connect to the program 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).**

CHANGES & CANCELLATIONS

Changes made after the airline ticket has been issued will result in fees. Return travel is valid on Air Europa on the originally ticketed itinerary only. A date change may be made for a minimum fee of \$225 plus any applicable fare/tax difference. Routing changes (i.e. adding or deleting stops, changing the cities you fly out of or into) are not permitted, even for a fee. 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.

Airline tickets are non-refundable once purchased. 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).

SUBMITTING A RESERVATION REQUEST FORM

Reservation requests may be mailed, faxed, scanned and emailed or 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**. Sending the reservation request form does not guarantee that the flights or the fare quoted will be available. Should the flights sell out at the fare quoted in this literature before your flight application is received and/or processed, Advantage Travel will do all possible to secure a reservation for you on the same flights at the best rate possible. We will advise of any fare difference *prior* to charging your credit card.

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.*

PAYMENT

Most major credit cards are accepted. Personal checks are not accepted on this program.

PROCESSING YOUR RESERVATION / FLIGHT CONFIRMATION

Flight requests are honored on a first-come, first-served basis. **Your fare will be calculated based on availability at the time your form is received.** Advantage Travel will confirm all pricing by email. (No charges will be placed on your credit card without your authorization.) If you are requesting your travel arrangements online, the system will generate a notice that your reservation request was received. One of our agents will send actual flight confirmation and pricing by email. You will need to respond to our email if you wish to proceed with the purchase. 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.*

DOCUMENT DELIVERY

Your airline ticket will be issued electronically. The e-ticket confirmation / itinerary is typically sent to the email addresses you provide on the reservation request form 7 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. If you have NOT received your airline documents within 7 days of departure, please call Advantage Travel at 800-788-1980.

FLIGHT CHECK IN

Please plan to check in for your international flight a minimum of 4 hours prior to scheduled departure.

Upon arrival at New York/JFK, students should proceed to the Air Europa check-in area in Terminal 4 to meet the Advantage Travel personnel.

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. Baggage policy is determined at the time of ticket issuance. 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).

For current information on what can and cannot be brought onto an aircraft, please refer to the [TSA website](#). 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](#).

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

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.

- **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 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 devices.

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](http://www.dhs.gov) 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 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!

FAX, MAIL, SCAN AND E-MAIL OR SUBMIT YOUR RESERVATION REQUEST [ONLINE](#).

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
MADRID SUMMER PROGRAM
MAY 17 – JUNE 30, 2017**

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.

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

*Last _____ *First _____ *Middle _____ *Gender _____

Mailing Address (Street, City, State, Zip): _____

*Cell Phone: _____ *Date of Birth _____ *Email: _____

Parent / Emergency Contact Information

Emergency Contact Name: _____ Relationship: _____

Daytime Phone: _____ Evening Phone: _____

Cell Phone: _____ E-mail: _____

Flight Information

Please indicate your preferred itinerary in the space provided below. Fares are calculated based on availability at the time the form is received.

Depart from _____ Travel to _____ Date: _____
(City) (City) (Preferred travel date)

Depart from _____ Travel to _____ Date: _____
(City) (City) (Preferred travel date)

Depart from _____ Travel to _____ Date: _____
(City) (City) (Preferred travel date)

Depart from _____ Travel to _____ Date: _____
(City) (City) (Preferred travel date)

Fare Calculation

Your fare will be calculated based on availability at the time your form is received. Your credit card will only be charged after your approval of your flight/cost itinerary.

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.

SIGNATURE of TRAVELER: _____

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) _____

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