

## Executive Travel – Terms & Conditions

**CANCELLATIONS & REFUNDS:** Cancellations for all or any part of the trip will not be effective until received in writing in the offices of Executive Travel, Inc. Should you have to cancel the following terms will apply: reservations cancellations are subject to a \$250 per person charge from the time of booking through 180 days prior to departure; from 100 through 179 days prior to departure, 50% or the published full regular tariff; cancellations 99 days or less prior to departure, a no-show, or early return from the trip will result in forfeiture of 100% of the published full regular tariff. In addition, any applicable airline cancellation fees will be assessed.

**POTENTIAL PRICE INCREASES :** Customer understands that EXECUTIVE TRAVEL will make every effort to honor the price as originally quoted, however; under certain circumstances additional costs by a supplier or government may be imposed due to an increase in the cost for one or more of the travel components. Prior to full payment, prices including USA air transactions (in, to, or from the US) could increase for certain travel services, including the following: a seat, carriage of passenger baggage, applicable fuel surcharge, currency changes, exchanges, and fluctuations or an increase in a government imposed tax or fee. Prices including USA air transactions will not increase after making full payment, except for charges resulting from government-imposed taxes or fees. Certain suppliers reserve the right to increase prices to cover increased costs, fuel surcharges, tariffs and taxes, and to reflect fluctuations in foreign exchange markets. Customer understands that EXECUTIVE TRAVEL consultants will make every effort to notify Customer of any pending cost increase of which they are made aware. If Customer (or anyone in Customer's party) decide to change any portion of confirmed arrangements prior to departure, EXECUTIVE TRAVEL will attempt to assist Customer (or anyone in Customer's party) at an administrative charge of \$150. 00 per change. By signing below, Customer expressly acknowledges acceptance of these conditions applicable to this purchase and authorizes EXECUTIVE TRAVEL to charge Customer's credit card for such additional amounts. This consent applies to all travel arranged by TRAVEL for Customer that includes scheduled USA air transportation and may be revoked at any time with respect to future travel for which Customer may have not yet made payment. Five (5) years following the date of execution, this consent expires.

**INSURANCE DISCLOSURE CONSENT:** EXECUTIVE TRAVEL offers many optional products and services to enhance every travel experience. Options such as travel insurance are recommended by EXECUTIVE TRAVEL to help protect Customer and Customer's investment, but are NOT automatically included in the cost of Customer's travel purchase to help provide coverage for Trip Cancellation, Trip Interruption, Emergency Medical and Emergency Evacuation/Repatriation, Trip Delay, Baggage Delay and more.

**Please select one of the travel insurance options below:**

Yes, Customer agrees to purchase travel insurance as quoted by EXECUTIVE TRAVEL.

No, Customer understands Customer's trip cost DOES NOT include travel insurance and chooses not to purchase it.

To view the state specific fraud warnings, please visit [www.travelexinsurance.com/company/fraud-warning](http://www.travelexinsurance.com/company/fraud-warning). The product descriptions provided here are only brief summaries. The full coverage terms and details, including limitations and exclusions, are contained in the insurance policy. To view/download the policy, visit <http://policy.travelexinsurance.com/CTSB-0819>. Travelex Insurance Services, Inc CA Agency License #0D10209. Travel Insurance is underwritten by Berkshire Hathaway Specialty Insurance Company, NAIC #22276. BU4