

TRAVEL GUIDE FOR PERSONS TRAVELLING ON BEHALF OF PSI

Air ticket

- Can be bought by PSI HO, by a PSI (sub)regional office or by the participant himself/herself.
- The decision is made by PSI according to the best itinerary in terms of cost, ticket conditions and length of trip, in consultation with all parties.

To book the air ticket, PSI needs

- Passenger name - MUST be EXACTLY the same as on passport
- Passport number
- Passport expiry date
- Date of birth
- NB: Passport must be valid at least 6 months from departure date

Confirmation of ticket

- If PSI arranges your booking, a proposal will be sent to you with a deadline for confirmation.
- More than often, companies bring forward that deadline. When confirmation is needed, you are requested to reply by return of email.
- You will then receive a copy of your itinerary AND an electronic ticket (E-ticket) - print out at least the E-ticket.

Change of ticket after issue

- Is not always possible – depends on the actual ticket.
- IF it is allowed, it almost ALWAYS costs money!
- Only considered for valid reasons

Cancellation of ticket after issue

- Is not always possible – depends on the actual ticket.

- IF it is allowed, it almost ALWAYS costs money!

Visa denial or refusal to check in

PSI needs a formal certificate from the relevant authority (embassy, airline, border police) in order to put a claim to the PSI insurance. Ensure that you get this document and forward to PSI.

Visa - who is in charge of what?

Each participant is responsible for checking if he/she needs a visa:

- Visa for destination
- Visa for transit

PSI can send an official invitation letter if needed, to help obtain the visa. This is not automatic. It must be requested by the traveller as soon as possible before travelling. Some visas take several weeks to obtain – check with the relevant embassy/consulate.

Travel insurance

Must be taken out by the traveller.

Health

Check in good time with the relevant embassy/consulate about vaccination requirements for entry.

Other information

Remember to carry a copy of your hotel confirmation including address, plus details of transport from the airport to your hotel or meeting venue; and enough convertible cash to cover immediate expenses.

How to read an E-ticket?

Check all details upon receipt of the E-ticket, not just before departure. Here a sample of what it looks like:

BUTLER ROMERO/JUANITA MARIA MS(ADT) 29SEP ACC AMS

This document is automatically generated.
Please do not respond to this mail.

EGENCIA
TOUR FRANKLIN
100-101 TERRASSE BOILEDIEU
PUTEAUX 92800
FRANCE
TELEPHONE: 0033173012240

DATE 06SEPTEMBRE13
REFERENCE DU DOSSIER 5RW52M
BUTLER ROMERO/JUANITA MARIA MS

Check if the passenger name corresponds
EXACTLY to your passport name.

Booking reference. Very important
for any queries.

| SERVICE | DE | A | DEPART | ARRIVEE |
|---------|----|---|--------|---------|
|---------|----|---|--------|---------|

| | | | | |
|----------------------|-------------|------------------|-------|-------|
| AIR FRANCE - AF 8248 | ACCRA GH | AMSTERDAM NL | 2305 | 0700 |
| DIM 29SEP | KOTOKO INTL | SCHIPHOL AIRPORT | | 30SEP |
| SANS ESCALE | TERMINAL 2 | | DUREE | 6:55 |

Flight number
Departure date
Departure time
Departure airport
Transit arrival airport
Check if you need a visa for
transit.

RESERVATION CONFIRMEE - K ECONOMIQUE
A BORD : REPAS
KL 0590 VOL OPERE PAR KL KLM ROYAL DUTCH AIRLIN
PROPRIETAIRE DE L'APPARE:KL KLM ROYAL DUTCH AIRLINES
EQUIPAGE DU COCKPIT :KL KLM ROYAL DUTCH AIRLINES
EQUIPAGE DE LA CABINE :KL KLM ROYAL DUTCH AIRLINES
EQUIPEMENT:AIRBUS INDUSTRIE A330-300

| | | | | |
|----------------------|------------------|-------------------|-------|------|
| AIR FRANCE - AF 8233 | AMSTERDAM NL | PARIS FR | 1230 | 1345 |
| LUN 30SEP | SCHIPHOL AIRPORT | CHARLES DE GAULLE | | |
| SANS ESCALE | TERMINAL 2F | | DUREE | 1:15 |

Flight number and
departure date and time, from
transit airport 1 to transit
airport 2.

N.L.E 1233
RESERVATION CONFIRMEE- K ECONOMIQUE
A BORD : COLLATION
KL 1233 VOL OPERE PAR KL KLM ROYAL DUTCH AIRLIN
PROPRIETAIRE DE L'APPARE:KL KLM ROYAL DUTCH AIRLINES
EQUIPAGE DU COCKPIT :KL KLM ROYAL DUTCH AIRLINES
EQUIPAGE DE LA CABINE :KL KLM ROYAL DUTCH AIRLINES
EQUIPEMENT:BOEING 737-800 (WINGLETS)

| | | | | |
|----------------------|-------------------|----------|-------|------|
| AIR FRANCE - AF 1358 | PARIS FR | RABAT MA | 1945 | 2035 |
| LUN 30SEP | CHARLES DE GAULLE | SALE | | |
| SANS ESCALE | TERMINAL 2E | | DUREE | 2:50 |

Flight number and
departure date and time, from
airport 2 to final destination.
Arrival time at final
destination.
Check if you need a visa.

N.L.E 1358
RESERVATION CONFIRMEE- K ECONOMIQUE
A BORD : REPAS
PROPRIETAIRE DE L'APPARE:AF AIR FRANCE
EQUIPAGE DU COCKPIT :AF AIR FRANCE
EQUIPAGE DE LA CABINE :AF AIR FRANCE
EQUIPEMENT:AIRBUS INDUSTRIE A319

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AIR FRANCE - AF 1359
SAM 05OCT      RABAT MA          PARIS FR          0655    1145
                SALE              CHARLES DE GAULLE
SANS ESCALE    TERMINAL 2E          DUREE            2:50
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Return flight number and departure date and time, from return airport to transit airport.
Check if you need a transit visa.

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RESERVATION CONFIRMEE- K ECONOMIQUE
A BORD : PETIT DEJEUNER
PROPRIETAIRE DE L'APPARE:AF AIR FRANCE
EQUIPAGE DU COCKPIT      :AF AIR FRANCE
EQUIPAGE DE LA CABINE    :AF AIR FRANCE
EQUIPEMENT:AIRBUS INDUSTRIE A320-100/200
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AIR FRANCE - AF 1740
SAM 05OCT      PARIS FR          AMSTERDAM NL     1235    1350
                CHARLES DE GAULLE SCHIPHOL AIRPORT
SANS ESCALE    TERMINAL 2F          DUREE            1:15
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Details of other legs of return trip.
Check if you need visas.

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H.L.E 1155
RESERVATION CONFIRMEE- K ECONOMIQUE
PROPRIETAIRE DE L'APPARE:AF AIR FRANCE
EQUIPAGE DU COCKPIT      :AF AIR FRANCE
EQUIPAGE DE LA CABINE    :AF AIR FRANCE
EQUIPEMENT:AIRBUS INDUSTRIE A320-100/200
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AIR FRANCE - AF 8249
SAM 05OCT      AMSTERDAM NL     ACCRA GH         1505    2000
                SCHIPHOL AIRPORT KOTOKA INTL
SANS ESCALE    TERMINAL 2          DUREE            6:55
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RESERVATION CONFIRMEE- H ECONOMIQUE
A BORD : REPAS
VOL OPERE PAR      KL KLM ROYAL DUTCH AIRLIN
PROPRIETAIRE DE L'APPARE:KL KLM ROYAL DUTCH AIRLINES
EQUIPAGE DU COCKPIT      :KL KLM ROYAL DUTCH AIRLINES
EQUIPAGE DE LA CABINE    :KL KLM ROYAL DUTCH AIRLINES
EQUIPEMENT:AIRBUS INDUSTRIE A330-300
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NUMERO DE RESERVATION AF/5RW52M KL/5RW52M

Reservation number: airline code and booking reference.

BUTLER ROMERO/JUANITA MARIA MS

BILLETAF/ETKT 057 4122379338-39

Ticket number. Very important for any queries.

LES PASSAGERS EFFECTUANT UN VOYAGE VERS UNE DESTINATION FINALE OU INCLUANT UN ARRET DANS UN AUTRE PAYS QUE CELUI DE DEPART SONT INFORMES QUE LES CONVENTIONS CONNUES SOUS LE NOM DE DE MONTREAL OU DE VARSOVIE QUI LA PRECEDEE INCLUANT SES AMENDEMENTS PEUVENT S APPLIQUER A L ENSEMBLE DU VOYAGE Y COMPRIS TOUTE PARTIE DE CELUI CI EFFECTUEE DANS UN MEME PAYS POUR CES PASSAGERS LA CONVENTIONAPPLICABLE INCLUANT LES CONTRATS SPECIFIQUES DE TRANSPORTILIES A TOUT TARIF APPLICABLE REGIT ET PEUT LIMITER LARESPONSABILITE DE LA COMPAGNIE. WWW.IATATRAVELCENTRE.COM

Weblink to check your itinerary online.

CLIQUEZ SUR LE LIEN SUIV.POUR ACCED. A VOTRE ITIN. EN LIGNE

WWW.CHECKMYTRIP.COM/CMTSERVLET?R=5RW52M&L=GB&N=BUTLERROMERO