

<u>TRAVEL BENEFITS</u>

Your eligibility to receive and participate in the travel benefits offered by the many travel industry vendors is governed by the eligibility rules established by these vendors and not ITH.

Information regarding eligibility for reduced rate travel benefits is listed below:

REGISTRATION FORM - IATAN: STARS members interested in eligibility for reduced rate travel benefits for both domestic and international travel must first complete, and return to the ITH agency manager, the **IATAN - PERSONNEL REGISTRATION FORM** (found in the back of this section).

Upon receipt of the partially completed form, the ITH agency manager will complete the remaining sections as stipulated by IATAN, and forward the registration form to IATAN for processing. A thirty - (30) day time frame should be allowed for processing.

Please be advised that you may still not be eligible for reduced rate travel even with receipt of the completed form from IATAN, as additional requirements must be met.

THE IATAN TRAVEL AGENT ID CARD: You may also wish to purchase an IATAN Travel Agent ID Card. This card is a picture ID, which many of the airlines and car and hotel companies are requesting as proof of your employment in the travel industry. The current price is \$15.00. To request this card; check the applicable box on your IATAN Personnel Registration Form and attach your check for \$15.00. In order to qualify you must earn at least \$5000.00 per year in commissions and work a minimum of 20 hours per week in the business of selling travel. Be certain that you have checked the appropriate boxes of your IATAN Personnel Registration Form.

MIINIMUM REQUIREMENTS – WORK EXPERIENCE IN THE INDUSTRY: The minimum general eligibility rules for ARC and IATAN are as follows:

All ARC airlines require the agent to have a minimum of six (6) months industry work experience prior to receiving travel benefits. Some ARC carriers require a full year (12 Months) of work experience.

IATAN airlines require a minimum of twelve (12) months industry work experience for reduced rate air benefits. The normal workweek would consist of a minimum of 20 hours.

The above work experience rules will normally apply to all agents who request to use the reduced rate (75% off Y class fares) AD75 vouchers. ARC and IATAN furnish these vouchers (mainly for International travel) to each fully appointed travel agency. The number of vouchers received is based on the air travel volume produced the prior calendar year.

The vouchers are not tickets and cannot be used as flight coupons. The vouchers are exchanged for actual flight coupons or electronic ticketing.

ITH personnel will assist in directing you for ticketing compliance with your air carrier of choice.

Exceptions to the rule: Experience has shown us that tour operator, some airline, and/or government sponsored familiarization programs allow agency personnel to travel without meeting the full six or twelve month work experience qualification. If the agency is producing sufficient revenue for that supplier, minor eligibility questions are often waived and policies modified.

SALES VOLUME: Your STARS agreement does not require you to meet any sales goals to be eligible to participate in the STARS program. However, ARC and IATAN airlines reserve the right to limit or deny reduced rate travel benefits for those individuals not earning minimum annual commissions or salary of \$5,000 (Refer to Question 2 on the IATAN REGISTRATION FORM).

ARC and IATAN have the right to request either a W-2 or a 1099-MISC form from the reduced rate traveler, to verify the income the traveler received for sales activity.

GENERAL INFORMATION: If you have a specific destination that you would like to visit, contact ITH. ITH personnel may have some suggestions on which suppliers you could call to inquire about upcoming familiarization tips.

It is virtually impossible to obtain any type of discount during holiday and peak travel time; most discount travel is stand-by, not confirmed space.

As a general rule, any seminar or fam trip that ITH sponsors will be open to all STARS participants with the following exceptions: (1) fam sponsor or airline imposes restrictions and/or requirements thereby disqualifying some STARS participants, i.e. "top 5 producers only", (2) fam sponsor or airline offers only a limited number of slots, (3) the STARS participant's account with ITH is not current.

HOTEL AND CAR DISCOUNTS

For hotel and rental car travel agent discounts, call the hotel or car companies direct. Be certain to inquire what type of documentation they need.

FAMILIARIZATION TRIP POLICY

The purpose of reduced rate/Fam trips is to give the travel agent an opportunity to experience a vendor's specific travel product and/or travel destination. This experience will afford the agent first-hand knowledge and should result in increased sales. Fams are a privilege and a benefit that will not be abused by any agency staff or independent contractor of International Tours of Houston.

Professional dress and conduct of all participants is expected, and prompt attendance at all required functions is **mandatory**. If any one participant should not adhere to the above policy, they may be excluded from participating in any future agency/Fam trips.

All reduced rate air/cruise requests must have management approval, and are subject to the regulations set forth by the vendor. International Tours of Houston is not responsible for any possible damages/losses incurred while participants are involved in familiarization trips. Refer to the sample waiver on the next page.

The following guidelines are for all ITH STARS who wish to participate on reduced rate or familiarization trips:

- STARS participants must be current on monthly HOMEPRO and contractor service fees.
- STARS participants must make good on any insufficient checks, and may not have any outstanding Accounts Receivable with the agency.
- Deposits and final payments towards FAM trips must be paid by their deadlines. In the event of participant cancellation, any refunds will be subject to the policies of each individual trip.
- A valid IATAN travel agent ID card may be required by the vendor/airline in order to travel.