

Employee Travel Benefit Program Enhancements Updated September 2003

Travel Request	Category 1	Category 2	Category3	Category 4
	Employee	Employee & Companion Traveling Together	Family Unaccompanied	Friends Unaccompanied
Collette Tours Escorted	Charged "cost" of land and "contract cost" of air.	Employee = "cost" of tour and "contract cost" of air. Travel Companion = "cost" of tour if sharing same room, and net air. Family = 25% off tour and "contract cost" of air Friends =15% off land and 10% off air	Family = 25% off land and "contract cost" of air	Friends = 15% off land and 10% off air
Collette Tours FIT	Charged "cost" of land and "contract cost" of air.	Employee = "cost" of tour and "contract cost" of air. Travel Companion ="cost" of tour if sharing same room, and net air. Family = 15% off tour and "contract cost" of air Friends =15% off land and 10% off air	Family = 15% off land and "contract cost" of air	Friends = 15% off land and 10% off air
Non Collette Product	Charged "NET" which means we will deduct our commission.	Employee & Family = Charged "NET" which means we will deduct our commission. Friends = Full published rate if <i>not</i> sharing room with employee.	Family =Charged "NET" which means we will deduct our commission.	Friends = Full published rate.
Air Only	Our commission deducted off published rates or net contract if lower.	Employee & Family = "contract cost" of air. Friends =10% off Collette air rates.	Family = "contract cost" of air.	Friends = 10% off gross Collette air rate or pay full published rate.
Collette Hotel Only	Contract "cost" for hotel.	Employee & Family / Travel Companion = Contract "cost" for hotel room.	Family =Charged contract "cost" for hotel room.	Friends = Full published rate or 20% surcharge to contract rate.
Honeymoon Travel		Employee = Comps whenever possible or net rate/cost.	Family =Charged "NET" which means we will deduct our commission.	Friends = Full published rate.

1. For purposes of this benefit the term "family" refers to Immediate Family only. Immediate Family is defined as Spouse, Mother, Father, Child, Grandmother, Grandfather, Sister, Brother, Mother & Father-in-law. All other relations will be considered "friends"
2. You must be currently employed at the time of travel to receive all benefits.
3. Please note there are no discounts offered off of tariff (published) air rates or rack hotel rates or car rental rates.
4. All requests and rates are subject to availability and payment in full.
5. Employee, family and friends are responsible for any/all penalties associated with revisions or cancellations.