



162 Middle Street • Pawtucket, RI • 02860  
 Phone: 1-800-852-5655 • Fax: 1-888-722-7307  
 Email: groupsales@GoCollette.com

Thursday, March 15, 2018

**CONFIDENTIAL: Revised Group Reservation Confirmation Letter**

Thank you for choosing Collette. We sincerely appreciate your business.  
 Tour: Cultural Treasures of Japan • Departing: Friday, March 22, 2019

Please carefully review this letter as your confirmation for travel. Included below is a summary of your departure date, destination, group reservation number, and financial terms. Please keep a copy for your records.

**Please Note: The date of your tour is now March 22<sup>nd</sup>, 2019.**

American University Alumni  
 Association  
 4400 Massachusetts Ave NW  
 WASHINGTON, DC 20016-8001  
 Attn: Chaney Doyle  
 Phone: (202) 885-5962

Group Reservation Number 851650  
 Business Development Manager E7 – Jerard Welch  
 Currency Code USD

**Deposit Amount**                      **A deposit of \$250 per person is due upon reservation.**  
 Final Payment Due                      Jan 21, 2019  
 Departure Gateway                      N/A  
 Number of Seats Held                      10  
 Seat Reduction Date                      Aug 23, 2018

Base per person Rates: **Double \$5,349; Single \$6,749** \* (see terms)  
 (Base Rates include the following components. Items with double asterisk (\*\*)) are not included in the above rates)  
 (Rates and components are based on a group of 10 or more, unless otherwise noted)

Start Date	End Date	Item	Price	Commission %
Mar 23, 2019	Apr 04, 2019	Cultural Treasures of Japan	<b>Double \$5,249</b>	<b>10</b>
			Single \$6,649	10
Mar 23, 2019	Mar 23, 2019	Transfer: Tokyo Arrival Transfer - Land Only - Pickup: Airport - Drop: Hotel	\$50	0
Mar 23, 2019	Mar 23, 2019	Insurance: Land International Waiver and Travel 9 Days or More - Land	\$295 **	10
Apr 04, 2019	Apr 04, 2019	Transfer: Kyoto Departure Transfer - Land Only - Pickup: Hotel - Drop: Airport	\$50	0

**IMPORTANT CONDITIONS:** Your price is subject to increase prior to the time you make full payment. Your price is not subject to increase after you make full payment, except for charges resulting from increases in government-imposed taxes or fees. Once deposited, you have 7 days to send us written consumer consent or withdraw consent and receive a full refund. **(See registration form for consent.)**

**Collette's Flagship:** Collette's tours open the door to a world of amazing destinations. Marvel at must-see sights, sample regional cuisine, stay in centrally located hotels and connect with new and captivating cultures. These itineraries offer an inspiring and easy way to experience the world, where an expert guide takes care of all the details.

Initial \_\_\_\_\_

## TERMS

### Air

- Economy air rate and schedule are applicable for groups of 10 or more traveling on the same flights and dates.
- Air rates, schedules, taxes and fees are subject to change until passengers have paid in full.
- If air is cancelled within 120 days of departure, penalties may apply (see Cancellation Charges below). Name changes are subject to penalties within this time period. If waivers have not been purchased and a reservation is cancelled for any reason prior to departure - Air is 100% non-refundable once paid in full.
- Groups who purchase Collette Air will receive **complimentary hotel transfers** on the scheduled day of arrival and departure, not including pre or post stays.
- If Business class service has been purchased, it is for the international portion of the journey only.

### Air Charges \*

- **\*Airfare:** For your convenience, we offer airfare for purchase with all vacation packages. If you purchase an air inclusive program, your airfare will be quoted inclusive of all fuel, taxes and fees. Your rates are subject to change until paid in full. Seats are limited and may not be available on every flight or departure date.

**Checked Baggage Charges:** Some airlines may impose additional charges if you choose to check any baggage. Please contact your airline or refer to its website for detailed information regarding your airline's checked baggage policies.

### Deposits and Names

- A per person deposit is due with passenger names
- Should your clients decide to purchase our trip cancellation waiver they must do so at time of booking
- Payment of a per person waiver fee guarantees a full refund of all payments (including deposit) except for the waiver fee itself, in case of cancellation of travel plans for any reason prior to the day of departure.
- **All names submitted to Collette must appear exactly as shown on passengers' passports.**
- Any name changes are subject to penalty.

### Pre-Sold Options/Pre-Post Hotels/Extensions

- 5% commission is paid on pre-sold options. (Some options may be non commissionable.)
- Options purchased on tour are non-commissionable.
- Extension commission will match land commission
- 10% commission is paid on pre or post hotels.

### Revision Fees

- A handling fee of \$25 per change will be assessed for any change or revision made to a reservation.
- A change of tour date or tour itinerary within the guidelines of the cancellation policy will be treated as a cancellation and regular cancellation fees apply.
- If flight changes or flight cancellations are requested, revision fees or airline cancellation fees will apply.
- A voluntary change of departure within 90 days of original departure date will be treated as a cancellation and cancellation charges will apply.

### Seat Reductions

- On the seat reduction date, your group space will be reduced to the number of seats under deposit with names.

### Triple Rooms

- Triple rooms are normally a standard double room with **2 beds**. A cot or rollaway bed may be requested but not guaranteed due to size of room and fire codes.

**If you have not purchased waivers, and you need to cancel for any reason prior to the day of departure, the Cancellation Fees are as follows:**

**Cancellation Charges for this tour:** After your seat reduction date has passed, a non-refundable deposit will be retained. For Cancellation between 60-16 days prior to departure: cancellation fee of 30% of total price. For cancellation between 15-1 days prior to departure: cancellation fee of 50% of total price. For cancellation on the day of departure and after: 100% of total price. For Ocean Cruises: For cancellation between 90-61 days prior to departure: cancellation fee of 35% of total price. For cancellation between 60-31 days prior to departure: 60% of total price. 30 or fewer days prior to departure: 100% of total price. For River Cruises: including Europe, Russia, Egypt and China, 90-61 days prior to departure: cancellation fee of 50% of total price. For cancellation between 60-31 days prior to departure: cancellation fee of 85% of total price. For cancellation 30 or fewer days prior to departure: cancellation fee of 100% of total price. For Galapagos and Antarctica: A cancellation fee of 60% will apply for cancellation between 120-90 days prior to departure; A cancellation charge of 100% will apply for cancellation less than 90 days prior to departure. Cancellation protection is highly recommended and must be purchased at time of deposit. Air rates are subject to change until tour is paid in full. If Travel Protection Plan has not been purchased and a reservation is cancelled for any reason prior to departure - Air is 100% non-refundable once paid in full. Cancellation charges also apply to reservations made for "pre" and "post" night accommodations. Payment of a Per Person Travel Protection Plan Fee guarantees a full refund of all payments (including deposit), except the Travel Protection Plan Fee itself, made to Collette for travel arrangements in case of cancellation of your travel plans for any reason prior to the day of departure. The Travel Protection Plan Fee with Air only covers airline tickets you have purchased from Collette. Exception: If you originally purchased nonrefundable airline tickets, Part B of the Travel Protection Plan may provide a refund for the airline tickets, taxes, or fees in the event of a cancellation for a covered reason (see Part B for more details). The Travel Protection Plan Fee does not cover any single supplement charges which arise from an individual's traveling companion electing to cancel for any reason prior to departure. However, the Part B travel insurance includes a single supplement benefit of \$1,000 for certain covered reasons as detailed in Part B. In this case, the single supplement will be deducted from the refund of the person who cancels. Division of this charge between the two passengers involved is solely their responsibility. If insufficient funds are deducted from the canceling client, the traveling client will be charged the remaining portion of the single supplement. Cancellation waiver protects you from penalties in the event you have a need to cancel your entire inclusive tour package up to the day prior to departure. Cancellation waiver does not indemnify you from penalties if you chose to cancel partial tour components or air. If you chose to partially cancel your vacation, you will be responsible for a revision fee as well as any penalties that are incurred at the time of the cancellation. Upon cancellation of transportation or travel services where you, the customer, are not at fault and have not canceled in violation of the terms and conditions above, you will be refunded 100%. Please see your sales agent for more information, or review our brochure for details.

### FORUM SELECTION AND CHOICE OF LAW:

This Agreement shall be governed and interpreted pursuant to the laws of the State of Rhode Island by mutual agreement of the parties hereto and the Federal and State Courts in Rhode Island shall have exclusive and sole jurisdiction over any dispute, controversy or suit arising relative to this Agreement.

If any information is not correct, please notify us within 24 hours.

This document contains confidential information and is intended only for the individual or organization named. If you are not the named addressee you should not disseminate, distribute or copy this document. Please notify the sender immediately if you have received this by mistake and delete if electronically received.

Please send payment to: Collette  
Attn: Accounts Receivable  
162 Middle Street  
Pawtucket RI, 02860  
Fax: 1-401-727-9014

Initial \_\_\_\_\_

*American University Alumni Association presents...*

# Cultural Treasures of Japan

March 22 – April 4, 2019



AMERICAN UNIVERSITY

WASHINGTON, D.C.

ALUMNI ASSOCIATION

For more information contact

Collette

(800) 581-8942

Please Refer to Booking #851650



14 Days • 21 Meals: 12 Breakfasts, 2 Lunches, 7 Dinners

Per Person Rates\* :

Double \$5,349

Single \$6,749

**Included in Price:** Hotel Transfers

**Not included in price:** Cancellation Waiver and Insurance of \$295 per person

\* All Rates are Per Person and are subject to change

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**Collette's Flagship:** Collette's tours open the door to a world of amazing destinations. Marvel at must-see sights, sample regional cuisine, stay in centrally located hotels and connect with new and captivating cultures. These itineraries offer an inspiring and easy way to experience the world, where an expert guide takes care of all the details.



### Culinary Inclusions

- Stop for a sushi lunch in Tokyo's famous fish market.
- Enjoy Hida beef dinner and sake tasting at a local Sake brewery.
- Experience a traditional kaiseki dinner with Geisha show in Kyoto.

### Collette Experiences

- Explore the famous Yanaka Ginza district, the "shitamachi," with old town ambience reminiscent of Tokyo's past.
- Explore the hot springs of Hakone, on the shores of Lake Ashi.
- Travel by the famous Shinkansen bullet train.

### Must-See Inclusions

- Take in magnificent views of Mt. Fuji from the Hakone Ropeway.
- Visit multiple UNESCO sights including Shirakawa-go, Nijo Castle, Itsukushima Shinto Shrine and Hiroshima Peace Memorial.

**Highlights:** Tokyo, Asakusa and Yanaka Ginza, Tea Ceremony, Hakone, Lake Ashi Cruise, Scenic Cable Car, Matsumoto Castle, Takayama, Hida Beef Dinner and Sake Tasting, Shirakawa-go, Kanazawa, Kyoto, Bullet Train, Hiroshima, Geisha Show

#### Day 1: Friday, March 22, 2019

**Overnight Flight** Explore ancient and modern Japanese culture firsthand. Discover peaceful temples and technological marvels set against unimaginable natural beauty.

#### Day 2: Saturday, March 23, 2019

**Tokyo, Japan - Tour Begins** Welcome to Japan, the "Land of the Rising Sun." Begin in the electrifying city of Tokyo, where pop culture is turned all the way up and traditions are rich and long-kept. Tonight, experience a traditional kaiseki-style meal

alongside your fellow travelers at a festive welcome dinner. (D)

#### Day 3: Sunday, March 24, 2019

**Tokyo** Feel the excitement start to build when you **explore Asakusa, Tokyo's oldest Geisha district.** Then, turn to the tranquility of the famous Buddhist temple, Senso-ji. During your free time, explore the Nakamise Shopping Arcade. Luckily, you don't need a time machine to get to Tokyo's old town, Yanaka Ginza, where quaint shops and vendors pushing local cuisine transport you to a different time altogether. Afterward, get away



from the bustle of metropolitan Tokyo to experience a quiet and peaceful tea ceremony. (B)

#### **Day 4: Monday, March 25, 2019**

**Tokyo** Begin with a morning stroll through the outside grounds of the Imperial Palace, the Kokyo Gaien National Gardens, and see the Niju Bridge and Sakurada Gate, the well-known symbol of the Imperial Palace. Next, experience Tokyo city's magnificence from above as you head over to the top of Tokyo Tower. On a clear day, you might even catch a glimpse of incredible Mt. Fuji. Walk through Tsukiji, the world's largest, busiest fish market and a preamble to a true taste of Japan – a sushi lunch inside the market itself. Later, amid a lush forest outside of Tokyo, you'll find some well-deserved peace and harmony at Meiji Shrine. (B, L, D)

#### **Day 5: Tuesday, March 26, 2019**

**Tokyo - Hakone** Journey to the lakeside resort of Hakone, renowned for its hot springs and spas. In the shadow of Mt. Fuji (UNESCO), this scenic town hugs the shorelines of Lake Ashi. Make a stop at Owakudani, located in an active

volcanic zone. The Owakudani crater was created some 3,000 years ago, when Mt. Hakone erupted. Climb aboard Hakone Ropeway, an aerial cable car descending from Owakudani for a breathtaking view of Mt. Fuji.\* From there, **take to the deep-blue waters of Lake Ashi on a cruise** where you'll see epic views of the local mountains before stopping in the charming town of Moto-Hakone. (B, D)

#### **Day 6: Wednesday, March 27, 2019**

**Hakone - Matsumoto - Takayama** This breathtaking day begins in Matsumoto. Start at Matsumoto Castle, known as the "Crow Castle" because of its striking black exterior. Enjoy the local cuisine as we stop for lunch at a Soba noodle shop. Later, you'll step back in time in the rural Edo-period town of Takayama, nestled in the Japanese Alps. Well known to the locals for its connection to *sake*, this is the perfect place to gather for a visit to one of Japan's last family-owned sake breweries. Afterward, experience a true Japanese epicurean treat – traditional rice wine paired with a special Hida beef dinner. (B, L, D)



**Day 7: Thursday, March 28, 2019**

**Takayama** The ancient cultures of Takayama come alive this morning in the town's historic district. Take a walk through the past and glimpse the 19th-century Jinya government building. Circuit the winding streets, where the town's traditional charms are preserved in the inns and houses. Feel the energy of bustling open-air markets that date back over 600 years. This afternoon, relish some free time to continue your exploration of Takayama on your own. (B)

**Day 8: Friday, March 29, 2019**

**Takayama - Shirakawa-go - Kanazawa**

Today, embrace the unique charms of Shirakawa-go (UNESCO). Hidden away in the mountain, this harmonious village is famous for its *gassho-zukuri*-style houses – thatched-rooftops designed to resemble two hands joined in prayer. Journey to Kanazawa, the origin of gold-leaf making since the 16th century. Next, it's over to the Samurai district where we'll enter the former home of the Nomuras, a wealthy samurai family who served the ruling Maeda family. Then, travel to the Geisha quarters of

Kanazawa, the Higashi Tea district. Gather in town this evening for dinner. (B, D)

**Day 9: Saturday, March 30, 2019**

**Kanazawa** More than 25 acres of absolute beauty awaits you today at *Kenroku-En* – Garden of Six Qualities. From the beauty of Japan's most stunning gardens, dive in to the ancient craft of **gold leaf making during a hands-on lesson** in decorating your own bento box! In the center of town, take in the action of the Omicho fish market before venturing out on your own to really immerse yourself in Kanazawa's dynamic culture. (B)

**Day 10: Sunday, March 31, 2019**

**Kanazawa - Kyoto** Kyoto awaits! The former Imperial capital of Japan is now one of the nation's top cosmopolitan cities. At the same time, Kyoto's connection with its past is strong; you won't need to look far to see one of its 2,000 temples and shrines. Visit Kinkakuji, the Golden Pavilion, a zen temple whose top two floors are completely covered in gold leaf. Then, stroll through the Gion district where you may spot women in

traditional dress along the narrow lanes of teahouses. Tonight, dine in the heart of the city at a traditional *yakitori* (grilled chicken) restaurant. (B, D)

**Day 11: Monday, April 1, 2019 Kyoto - Bullet Train - Hiroshima - Kyoto All aboard the Shinkansen bullet train** to Hiroshima. Upon arrival, board a ferry for the short trip to Miyajima Island, or “Shrine Island” (UNESCO), where the iconic torii gate and the Itsukushima Shrine appears to float on water. After lunch, head into Hiroshima city to visit the Peace Memorial Park, and pause to see the ruined Atomic Dome (UNESCO). Reflect at the Hiroshima Peace Memorial Museum. As this moving day comes to a close, return to Kyoto by the Shinkansen bullet train. (B)

**Day 12: Tuesday, April 2, 2019 Kyoto** Explore Fushimi Inari Taisha for a tour of the most revered shrine of Inari. Follow the spectacular rows of orange torii (made famous in the movie *Memoirs of a Geisha*) that weave through the forest, leading you to the inner shrine. Move on to the home of the first Shogun, Nijo Castle (UNESCO), and see intricate woodcarvings, wall paintings, and the Ninomaru Garden, designed by Kobori Enshu, a landscape architect

and tea master. Next, visit Marumasa Nishumuraya for a lesson in the art of stenciling at a traditional Kyoto townhouse. (B)

**Day 13: Wednesday, April 3, 2019 Kyoto** Today, spend some time relaxing or set out to explore Kyoto on your own. Fully immerse yourself in Japanese culture tonight during a special kaiseki farewell dinner and Geisha show. (B, D)

**Day 14: Thursday, April 4, 2019 Kyoto - Tour Ends** Your tour comes to a close in this fascinating land. As you depart, reflect on its beauty and all you have learned about its rich history and culture. (B)

#### Itinerary at a glance

Day 1	Overnight Flight
Days 2 – 4	Tokyo Prince Hotel, Tokyo
Day 5	Odakyu Hotel de Yama, Hakone
Days 6, 7	Takayama Green Hotel, Takayama
Days 8, 9	ANA Crowne Plaza Kanazawa, Kanazawa
Days 10 – 13	Westin Miyako Kyoto, Kyoto

*On some dates alternate hotels may be used.*

For important reservation information visit <https://gateway.gocollette.com/link/851650>.

You can also find this information on your tour documents.



**Please fill out and return**



TRAVEL DATE: 3/22/2019 TERRITORY: E7  
RES#: 851650

## Cultural Treasures of Japan

**For Reservations Contact:** Collette (800) 581-8942 Please Refer to Booking #851650

Collette, 162 Middle Street, Pawtucket, RI 02860

**A deposit of \$250 per person is due upon reservation. Reservations are made on a first come, first served basis. Reservations made after the deposit due date of August 16, 2018 are based upon availability. Final payment due by January 21, 2019. Deposits are refundable up until August 23, 2018.**

### YOUR INFORMATION:

Clearly print your full name (first/middle/last) **as it appears on your government issued travel documentation.**

**IMPORTANT:** In order to avoid any unnecessary change fees, it is imperative that all guest names are entered correctly from the start. The information below must be the legal name and be 100% identical to the ID being used to travel <passport/driver's license> including middle names or suffixes <Jr, Sr>.

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_ Suffix: \_\_\_\_\_

Nickname: \_\_\_\_\_ Gender: ( ) Male ( ) Female Date of Birth: month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiration Date: (month/day/year) \_\_\_\_\_ Date of Issuance: (month/day/year) \_\_\_\_\_

City, State, Country of Issuance: \_\_\_\_\_ Citizenship: \_\_\_\_\_

**Should you become ill or injured, whom should we contact (not traveling with you):** \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

**ROOMING WITH:**  Check if address is the same as Passenger #1

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_ Suffix: \_\_\_\_\_

**AIR GATEWAY:** Departure airport for this tour: \_\_\_\_\_

Air Seat Request: ( ) Aisle ( ) Window ( ) Next To Traveling Companion

Collette cannot guarantee your seat preference. If you have not purchased air through Collette and wish to purchase transfers, you must transfer at our pre-scheduled times. Please be advised, when travelling as part of a group, many airlines do not provide seat assignments. Preferred seating may be available for an additional charge.

"Federal law forbids carriage of hazardous materials such as aerosols, fireworks, lithium batteries & flammable liquids aboard the aircraft in your checked or carry-on baggage. A violation can result in 5 years' imprisonment and penalties of \$250,000 or more. Details on prohibited items may be found on TSA's "prohibited items" web page: <http://www.tsa.gov/traveler-information/prohibited-items>."

**TRAVEL PROTECTION:** ( ) Yes, I wish to purchase travel protection \$295 ( ) No, I decline

If you choose not to purchase Collette's Waiver Insurance Plan, you will incur penalties for changes and cancellations. Travel Protection Payment is due with first deposit. The Waiver Fee does not cover any single supplement charges which arise from an individual's traveling companion electing to cancel for any reason prior to departure. The single supplement will be deducted from the refund of the person who cancels. (There is coverage under Part B which includes a single supplement benefit of \$1,000 for certain covered reasons. See Part B for details.)

**PLEASE MAKE CHECKS PAYABLE TO:** Collette ( ) Check ( ) Credit Card

Waiver/Insurance Amount: \$ \_\_\_\_\_ Deposit Amount: \$ \_\_\_\_\_ Total amount enclosed: \$ \_\_\_\_\_

Cardholder Name (if paying by Credit Card): \_\_\_\_\_

Cardholder Billing Address:  Check if address is the same as above \_\_\_\_\_

Cardholder Phone: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Credit Card Number: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Expiration Date: \_ \_ / \_ \_ / \_ \_  
M M Y Y

**SIGNATURE REQUIRED** for acceptance of the below conditions and agreement to credit card use:

\_\_\_\_\_ Date: \_\_\_\_\_

I agree to pay according to the card issuer agreement. I understand and accept the cancellation policy, terms and conditions. Call for details regarding the full terms and conditions of your purchase.

**Important Conditions:** Your price is subject to increase prior to the time you make full payment. Your price is not subject to increase after you make full payment, except for charges resulting from increases in government-imposed taxes or fees.



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## Experience It! Hiroshima

A modern Japanese city, Hiroshima is most known for being the site of the atomic bomb attack that helped end the Second World War. Though reclaimed as a cosmopolitan center, the city is never far from its past; amongst the electric neon of its bustling streets, Hiroshima's Peace Memorial Park is a historical time capsule right in the city center that's both a dedication to the victims of the bombing and to world peace. The park's main site, the A-Bomb Dome is the mark of the ruined remains of the Prefectural Industrial Promotion Hall. The nearby Peace Memorial Museum gives you the opportunity to learn about life in Hiroshima before, during, and after WWII. For those interested in world history, Hiroshima is a must-see.

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### **Please Note:**

The days and order of sightseeing may change to best utilize your time on tour.

Museum visits and shopping may be affected with observance of religious or local holidays.

To complete your tour, we include roundtrip airport-to-hotel transfers when purchasing our airfare with your tour. If you have arranged for your own air, we are pleased to provide you the option of *purchasing* these transfers. Please note that all transfers will leave at pre-scheduled times.

Single accommodations are limited and are available on a first come, first served basis. Triple and child accommodations are not available.

Some venues, such as temples and shrines, require guests to remove their shoes in order to enter. We recommend wearing footwear that is easily removed for sightseeing on these days.

***Maximum group size for this tour is 32 passengers.***

\*The view of Mt. Fuji from the Hakone Ropeway is weather dependent.

To truly experience the program and destination, you need to be able to participate in physical activities such as longer walking tours, walking over uneven terrain, climbing stairs and periods of standing. Some of the touring days may be longer, with select

included activities occurring later in the evening.

Each guest is responsible for proper documentation and inoculations that may be required and/or recommended to participate on this tour. Please contact your local travel clinic or personal physician for specific details on the destinations you are traveling to and from.

Please be advised many airlines do not provide advance seat assignments until check-in at the airport. Advance seating will be subject to the airline's terms and conditions.

If you have any dietary restrictions please notify us at time of booking so we can accommodate you as best as possible.

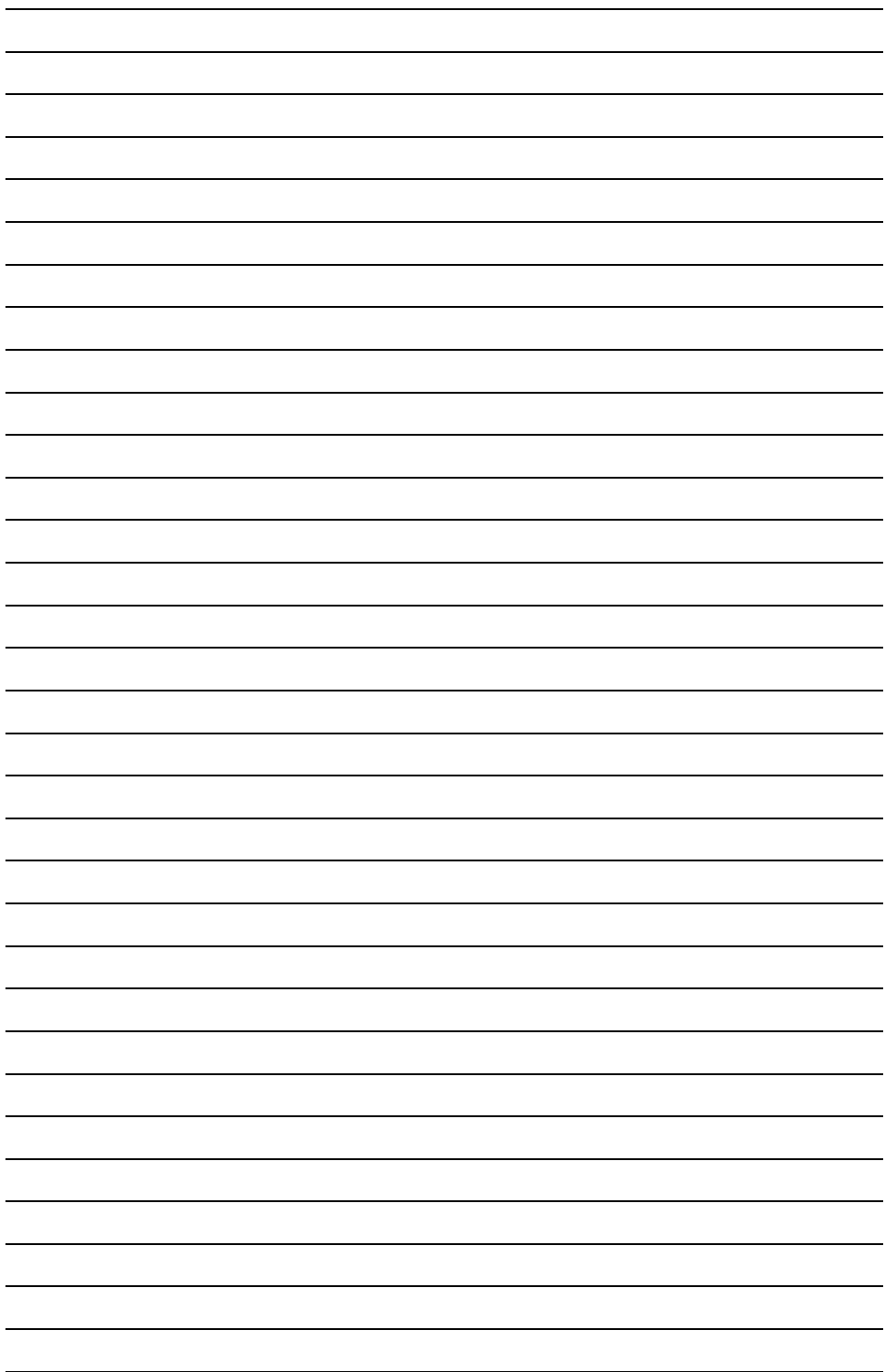
Flights arrive into Tokyo and depart from Osaka.

Economy air rate and schedule are applicable for groups of 10 or more traveling on the same flights and dates.

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CST#2006766-20 UBN#601220855 Nevada Sellers of Travel Registration No. 2003-0279









## Rewards

Join Travel Loyalty by Collette (TLC) through a simple online process after booking a trip. Once you depart, receive a \$150 credit per person towards your next trip! It's our way of rewarding our loyal travelers.† Learn more at [www.gocollette.com/guided-travel#loyalty\\_program](http://www.gocollette.com/guided-travel#loyalty_program)

## You Are Protected

Travel the world, worry-free with Collette's Travel Protection Plan. If you need to cancel for any reason right up until the day prior to departure, you'll get a full refund (less the cost of the plan). Plus, you are covered on tour. If you have to stop your trip or return home early, need medical assistance or evacuation, suffer a baggage loss or delay, or are delayed on tour for 12 hours or more, you're covered. It's the kind of peace of mind you cannot put a price tag on. Learn more at [www.gocollette.com/guided-travel#no\\_worries\\_waiver](http://www.gocollette.com/guided-travel#no_worries_waiver)

## The Collette Gateway

After you make your reservation, we will email you an invitation to the Collette Gateway. This online hub allows you to track your travel experience. On your personal profile page, tell us where you've been; enjoy a countdown to your tour, see information about the destinations you'll visit, connect with fellow travelers, check out popular travel tips and sign up for Travel Loyalty by Collette (TLC). The Gateway makes your travel experience easy and fun. Learn more at [gateway.gocollette.com](http://gateway.gocollette.com)

† Full credit is valid for travel within 12 months of the original trip. \$100 of the credit remains valid for travel within 13-24 months and the entire credit expires after 24 months.



AMERICAN UNIVERSITY  
WASHINGTON, D.C.  
ALUMNI ASSOCIATION

American University Alumni Association  
4400 Massachusetts Ave NW  
WASHINGTON, District of Columbia, 20016-8001

*Gateway*  
guest experience



162 Middle Street  
Pawtucket, RI • 02860  
Phone: 1-800-852-5655 Fax: 1-401-727-9014

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If paying by credit card, please complete this form and return to Collette. We can only charge your credit card for the amount noted if the signature, address and phone number are listed below. Thank you!

### CREDIT CARD AUTHORIZATION FORM

BOOKING NUMBER: 851650  
DEPARTURE DATE: March 22, 2019

TOUR: Cultural Treasures of Japan  
GROUP NAME: American University Alumni  
Association

Name of Passenger:

Salutation: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_  
(Mr., Mrs., Rev.) (Please print as it appears on Passport) (Jr., Sr.)

Cardholder Name: \_\_\_\_\_  
(Please print as it appears on your Credit Card)

Cardholder Address: \_\_\_\_\_  
(as it appears on your credit card statement)

Cardholder Phone: \_\_\_\_\_

Credit Card Type:    \_\_\_American Express    \_\_\_Discover    \_\_\_MasterCard    \_\_\_Visa

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Amount to be charged: \$ \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree to pay according to the card issuer agreement. I understand and accept Collette cancellation policy, terms and conditions.

Participating credit card companies are now requiring a billing address and phone number for **FRAUD PREVENTION**. All information **MUST** be provided. Thank you for your cooperation!  
If using your credit card for payment, please return this Authorization Form by mail to:

**Collette**  
Attn: Accounts Receivable  
162 Middle Street  
Pawtucket, RI 02860

Or by Fax to: (202) 885-5964

Above credit card information has been called in to Collette.



TRAVEL DATE: 3/22/2019 TERRITORY: E7  
RES#: 851650

Cultural Treasures of Japan

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**YOUR INFORMATION:**

Clearly print your full name (first/middle/last) **as it appears on your government issued travel documentation.**

**IMPORTANT:** In order to avoid any unnecessary change fees, it is imperative that all guest names are entered correctly from the start. The information below must be the legal name and be 100% identical to the ID being used to travel <passport/driver's license> including middle names or suffixes <Jr, Sr>.

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_ Suffix: \_\_\_\_\_

Nickname: \_\_\_\_\_ Gender: ( ) Male ( ) Female Date of Birth: month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiration Date: (month/day/year) \_\_\_\_\_ Date of Issuance: (month/day/year) \_\_\_\_\_

City, State, Country of Issuance: \_\_\_\_\_ Citizenship: \_\_\_\_\_

**Should you become ill or injured, whom should we contact (not traveling with you):** \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

**ROOMING WITH:**  Check if address is the same as Passenger #1

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_ Suffix: \_\_\_\_\_

**AIR GATEWAY:** Departure airport for this tour: \_\_\_\_\_

Air Seat Request: ( ) Aisle ( ) Window ( ) Next To Traveling Companion

Collette cannot guarantee your seat preference. If you have not purchased air through Collette and wish to purchase transfers, you must transfer at our pre-scheduled times. Please be advised, when travelling as part of a group, many airlines do not provide seat assignments. Preferred seating may be available for an additional charge.

"Federal law forbids carriage of hazardous materials such as aerosols, fireworks, lithium batteries & flammable liquids aboard the aircraft in your checked or carry-on baggage. A violation can result in 5 years' imprisonment and penalties of \$250,000 or more. Details on prohibited items may be found on TSA's "prohibited items" web page: <http://www.tsa.gov/traveler-information/prohibited-items>."

**TRAVEL PROTECTION:** ( ) Yes, I wish to purchase travel protection \$295 ( ) No, I decline

If you choose not to purchase Collette's Waiver Insurance Plan, you will incur penalties for changes and cancellations. Travel Protection Payment is due with first deposit. The Waiver Fee does not cover any single supplement charges which arise from an individual's traveling companion electing to cancel for any reason prior to departure. The single supplement will be deducted from the refund of the person who cancels. (There is coverage under Part B which includes a single supplement benefit of \$1,000 for certain covered reasons. See Part B for details.)

**PLEASE MAKE CHECKS PAYABLE TO:** Collette ( ) Check ( ) Credit Card

Waiver/Insurance Amount: \$ \_\_\_\_\_ Deposit Amount: \$ \_\_\_\_\_ Total amount enclosed: \$ \_\_\_\_\_

Cardholder Name (if paying by Credit Card): \_\_\_\_\_

Cardholder Billing Address:  Check if address is the same as above \_\_\_\_\_

Cardholder Phone: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Credit Card Number: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Expiration Date: \_ \_ / \_ \_ / \_ \_  
M M Y Y

**SIGNATURE REQUIRED** for acceptance of the below conditions and agreement to credit card use:

Date: \_\_\_\_\_

I agree to pay according to the card issuer agreement. I understand and accept the cancellation policy, terms and conditions. Call for details regarding the full terms and conditions of your purchase.

**Important Conditions:** Your price is subject to increase prior to the time you make full payment. Your price is not subject to increase after you make full payment, except for charges resulting from increases in government-imposed taxes or fees.