

Welcome to Employee Vacation Programs, American Express Travel! Your employees now have access to our personal vacation travel services, which are provided as a no cost, value-added benefit to business travel clients of American Express Global Business Travel. We have received your name and e-mail address as the primary contact for your company by our American Express Global Business Travel partners.

Through Employee Vacation Programs (EVP), your employees receive the benefits listed below that we suggest you post to your intranet and announce to your employees:

**Employee Vacation Travel Benefits**

- Access to discount/approved air, rental car, hotel, vacation packages, tours, and cruises rates from American Express
- Access to discounted "Consolidator" international air travel rates not available to the public
- Ability to pay for all or part of a vacation using American Express Membership Rewards™ points or any major credit card
- \$25 American Express Gift Card for the first trip booked with a \$2,500 minimum

Because our services are not open to the public, we often provide discounts and special offers which are unavailable through other travel distribution channels. Contact a Travel Advisor to begin customizing your vacation.

**Main Website for Employee Vacation Programs, American Express**

**Travel:** <http://EVP.travelink.com>

**Travel Promotion Newsletter:** <https://www.travelink.com/newsletter-sign-up?source=evp>

**Current Travel Specials:** <https://www.travelink.com/specials?source=evp>

**Email:** [info@travelink.com](mailto:info@travelink.com)

**Toll Free:** 800-851-8233



# YOUR EMPLOYEE BENEFITS

Employee Vacation Programs, American Express Travel is the designated vacation travel service provider for American Express business travel clients. It provides services for large market and mid-market companies located throughout the United States.

## VACATION & PERSONAL TRAVEL SERVICES

Because Employee Vacation Programs is not open to the general public, it is frequently able to provide a number of unpublished discounts and special offers not available through other travel distribution channels. (Including special discounts on Hotels and select Rental Car companies as well as discounted business and first class international airline tickets).

This special service can be accessed through a toll-free telephone number: 800-851-8233 (be sure to identify yourself as an employee or associate) or by accessing our special web site, [evp.travelink.com](http://evp.travelink.com), which generally resides as a "link" on your company's intranet.



## SMALL GROUP & MEETING TRAVEL PROGRAM

Employee Vacation Programs works with American Express Corporate Meetings Solutions Group to handle small group travel arrangements which have a "leisure travel component" either in concept or destination.



## INCENTIVE & REWARD TRAVEL

Employee Vacation Programs "Gift of Travel" Program is a turn-key solution which allows you to easily and efficiently use travel as an incentive, gift or reward. As opposed to cash, which is quickly spent and forgotten, travel builds memories, reinforces productive behavior and is the perfect reward for a "job well done!"

Award amounts can be varied among recipients, and once you submit your order, you step aside and we do all the work from explaining the program to making suggestions for fun and memorable vacations.



FOR RESERVATIONS & INFORMATION: CALL 800-851-8233 OR EMAIL [INFO@TRAVELINK.COM](mailto:INFO@TRAVELINK.COM)

EMPLOYEE  
VACATION  
PROGRAMS



TRAVEL

# GIFT CARD BONUS



## \$25 GIFT CARD BONUS

Whether you're seeking a short getaway or an extended journey, Employee Vacation Programs makes the planning easy. With access to destinations across the globe and vacation options designed to provide exceptional value for your personal travel dollar, we can make your vacation dreams a reality! Let us give you \$25 spending money for your first cruise or vacation package booked with us.



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Offer valid on prepaid preferred cruise or vacation packages only. One coupon per package. Only applicable on your first preferred partner cruise or vacation package with Employee Vacation Programs. Minimum purchase price is \$2,500. Customer will be required to fax or email this coupon to the booking agent at the time of reservation. Reservation must be booked, paid in full, and cannot be booked online/self-booked. For employees of American Express, this is not combinable with American Express Employees Savings offer. An American Express \$25 Gift Card will be included with your final travel documents.  
Offer applies to new booking only by December 31, 2016.



# INTERNATIONAL AIR DESK

## DISCOUNTED INTERNATIONAL FIRST CLASS, BUSINESS, AND COACH AIRLINE TICKETS

- Online airfare isn't always the lowest price.
- After you've looked online, request a quote from our discount air desk and see if we can match or beat it.
- We have unpublished, discounted international airfare to ensure you receive the best value.
- Our team of highly skilled vacation air desk travel advisors will assist with any class fare type, ticket exchanges, and complex ticketing to determine the best available savings.
- By purchasing your flight with us, you receive our expert travel advisor support services to be there and help reduce your travel stress throughout the trip.



### WHAT OUR CLIENTS ARE SAYING

"We are so indebted to your agent who found us the most amazing flight to Australia in business class. We were dreading the length of the journey, but the advice on routing and then to get the best service for such a discount made the trip more pleasant than we ever imagined. I will never waste my own time again. Your number is now on my speed dial." - Mary C

"I am sold on using you for all of my international travel. The deals you find on first class flights are tremendous. My recent trip was to Tokyo and I saved more than 50% of what a colleague paid and even got my frequent flyer credit. I have now started using your team for all my personal travel and my family is thrilled. Because of you they now go business class for our vacations." - Randall D

"Wow! I will never fly coach overseas again. Your team got me a great price on my business class flight to Rome for almost half what I had found in my own research. Your staff is outstanding. I am telling all my friends." - Robert S

### CONTACT US

Monday - Friday: 9am-10pm EST  
 800-851-8233 or 615-277-0923  
[internationalairdesk@travelink.com](mailto:internationalairdesk@travelink.com)  
[evp.travelink.com](http://evp.travelink.com)

### EXAMPLE OF SAVINGS

Flight: San Francisco to Sydney  
 Business Class Published Fare: \$12,600  
 Our Rate: \$7,000  
 Savings: \$5,600

\*Discount tickets are available only to international destinations and are not available to all destinations at all times of the year. They are not available on our website. Double American Express Membership Rewards® offer not available on Wholesale air.



TRAVEL

# SERVICE FEE SCHEDULE

## STANDARD TRAVEL ADVISOR SERVICE FEE SCHEDULE

Domestic Air Ticket	\$33 per ticket	Up to 9 passengers booked in one reservation (max \$99 fee)
International Air Ticket	\$48 per ticket	Up to 9 passengers booked in one reservation (max \$144 fee)
Car or Hotel Reservation	No additional fees	When booked concurrently with air reservation
Car or Hotel Only Reservations	\$20 per reservation	Maximum \$40 per trip
Rail Reservations	\$25 per reservation	
Airline Frequent Flyer Upgrades & Point Management	\$75 per ticket	
Group Air Ticketing (10+ people traveling together)	\$25 per domestic ticket \$40 per international ticket	Arrival/Departure Manifest and special reporting available at additional cost
Ticket Exchange for Reservation Changes (After ticket is issued)	\$50 per ticket	Plus applicable airline change fees and applicable fare difference
Concierge Services	\$20 per reservation	e.g. dinner reservations, tee times, show tickets, spa appointments, etc.
Customized Trip Planning for Complex Itineraries (Includes: Private consultation to discuss, research and plan a vacation itinerary including transportation, accommodations, attractions, any other components. Up to three vacation options will be presented)	Minimum non-refundable charge of \$150	Paid at time of initial consultation. Fee is non-refundable and is not applied to any subsequent bookings. Air ticketing fees, if applicable, and document processing fees are additional.
Document Processing, Packaging and Delivery	\$25 per trip	Applies to all cruise, land, and tour vacation packages
Cancellations (Of any cruise, land or tour packages without rebooking at time of cancellation)	\$50 per person or maximum of \$150 per reservation	Book a new cruise, land, or tour booking within 90 days and the Travelink cancellation fee will be applied to the new booking. Additional supplier cancellation fees may apply.  Travelink and supplier cancellation fees may be reimbursed for covered reasons with the purchase of Allianz Travel Insurance. Group cancellation fees vary.

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# GIFT OF TRAVEL

## A TURN-KEY SOLUTION FOR YOUR MOTIVATION AND INCENTIVE CHALLENGES

Giving the Gift of Travel is simple as buying a traditional gift card, but when you give a Gift of Travel it means so much more. It creates expectations, builds memories and reinforces positive employee behavior which is so important to your company's success.

### THE GIFT OF TRAVEL CAN BE

- A reward for outstanding performance
- A powerful tool to motivate sales and build loyalty
- A fabulous gift for special celebrations

### IDEAL FOR THE PURCHASER

- A gift for every budget, need, or occasion. The Employee Vacation Programs staff works with each individual client to meet their unique needs. We can provide gifts for any size group and we create custom packaging.

### IDEAL FOR THE RECIPIENT

- The recipient has the freedom to choose when and where to vacation. Cash awards are spent and forgotten, merchandise may not suit everyone, but the Gift of Travel allows recipients to choose their own reward. The trips that result create lifetime memories.



### GIFT OF TRAVEL DETAILS

Gift of Travel certificates are available in any denomination with a minimum purchase price of \$500 .

Payment may be made by major credit card, wire transfer, or company check. There is a \$15 processing and mailing fee for individual certificates. Shipping costs for larger orders and same day rush requests quoted upon request. Gift of Travel certificates are non-refundable and non-transferable once purchased.

The Gift of Travel certificate is redeemable only for airline tickets, cruises and vacation packages. It is not redeemable for car/hotel only reservations, cash, or Travelers Cheques.

The certificate is valid for one year from the date of issue and is redeemable only at the issuing office.

Recipients must redeem certificate by calling our Gift of Travel number at 866-765-7475.

Recipients may apply the Gift of Travel toward the purchase of eligible travel arrangements and pay the difference if the total exceeds the value of the certificate.

Employee Vacation Programs is not responsible for lost or stolen certificates.

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This Gift of Travel Certificate is Presented To:

*George Constanza*

From: Your Corporation

In the Amount of: \$10,000

*This Gift of Travel Certificate may be applied toward  
a cruise or vacation package to destinations worldwide.*

Expiration Date: xx/xx/xxxx

Gift Certificate #: xxxx

To start planning your next dream vacation, please call your Employee Vacation Programs  
personal Travel Advisor on our Gift of Travel Redemption Line:

866-765-7456

This Certificate may be redeemed for cruise and vacation packages using the extensive network of American Express endorsed suppliers. It may not be used for car only reservations, hotel only reservations will be accommodated if prepayment is allowed by vendor. Certificate cannot be exchanged for cash, gift cards, or Travelers Cheques. Service fees will apply for bookings made. Certificate is redeemable only for bookings made through an Employee Vacation Programs Travel Advisor and not online. Recipient may apply the Gift of Travel toward the purchase of eligible travel and pay the difference when the total exceeds the value of the certificate. The recipient must present assigned password prior to redemption. Employee Vacation Programs is not responsible for lost or stolen certificates. Certificates are non-refundable and non-transferable.

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