



FLIGHT BOOKING & EXCEPTION REQUEST FORM

Amway Special Events will automatically book airline tickets for you after you've registered for the Amway New Platinum Conference. If, however, you need to book your own flight, you must submit the attached form to request an exception prior to making any flight arrangements. You will be eligible for reimbursement only after your request is authorized by Amway Special Events.

Do not book any tickets on your own until you receive written confirmation from Amway Special Events that your form has been received, approved, and processed. Verbal requests will not be honored. Airline tickets booked outside of Amway Special Events without completion and authorization of the Flight Exception Request Form **will not be reimbursed.**

REQUESTING AN EXCEPTION TO BOOK YOUR OWN AIRLINE TICKETS:

To ensure reimbursement, where applicable, for self-booked air travel to the Amway New Platinum Conference, you must have your flight exception approved prior to booking any flights:

1. Register for the Amway New Platinum Conference and select "I would like to book my own flights" during online registration.
2. Complete, sign, and submit the Flight Exception Request Form (on page 11).
Email your completed form to: becky.oudhoff@amway.com
Or fax to: Amway Special Events – Attn: Reimbursements, at 616-682-4107
3. Book your flights only after you receive confirmation from Amway Special Events that your form has been received, approved, and processed.

Air Allowable Amount: Amway will reimburse round-trip airfare (not to exceed your allowable amount) from your home airport to Gerald R. Ford International Airport based on the best negotiated rates Amway Special Events is able to receive for your given program dates. Should you wish to use a specific airline, change your flight plan, or need specific airline flights and/or times, this could alter the cost of your airline ticket.

Additional Charges: Any penalties or additional costs incurred due to changes in your airline tickets are considered your responsibility and will not be reimbursed. If, for any reason, you do not attend the program, or you change your travel plans, you will be responsible for all charges incurred.

Frequent Flier Tickets: Amway Special Events is unable to book airline tickets using frequent flier miles.

If you self-book your flight, do not use frequent flier miles to purchase tickets for qualified IBOs, as we will be unable to reimburse you for them. Please contact the appropriate airline carrier directly and follow its standard rules and procedures for using frequent flier miles.

REIMBURSEMENT INFORMATION & PROCEDURE: Once your flight exception has been approved by Amway Special Events, you are eligible to be reimbursed the ticket price paid for qualified IBO attendees, not to exceed your allowable amount (see Air Allowable Amount). Any penalties or additional costs incurred due to changes in the airline tickets are considered your responsibility and will not be reimbursed.

Please fax copies of all travel itineraries and passenger receipts to:

Amway Special Events – Attn: Reimbursement, at 616-682-4107.

Or email them to: becky.oudhoff@amway.com.

These documents must be received no later than June 8, 2015, to qualify for reimbursement.

Your reimbursement will be included in your monthly bonus payment approximately 6–8 weeks following the Amway New Platinum Conference. Please refer to your payment advice when you log in at Amway.com > Business Center > Business Reports > Payment Advice.



FLIGHT EXCEPTION REQUEST FORM

Amway New Platinum Conference

Grand Rapids, Michigan

June 29 – July 2, 2015

To request an exception to book your own airline tickets and be reimbursed later, you must complete, sign, and submit this Flight Exception Request Form prior to booking your airline tickets. Do not book any tickets until you receive written confirmation from Amway Special Events that your form has been received, approved, and processed.

I, _____

Independent Business Owner Name (please print)

have read and fully understand the above outlined exception procedures for prebooking airline tickets to the Amway New Platinum Conference in Grand Rapids, Michigan (Gerald R. Ford International Airport ONLY). I agree to prepay all costs incurred for these tickets and understand I will be reimbursed the cost paid for my airline ticket, not to exceed my air allowable, after the conclusion of the program. I also agree to provide Amway Special Events with copies of all itineraries and passenger receipts for all tickets pre-booked, including the frequent fliers, no later than June 8, 2015. Failure to provide such information by the due date will result in forfeiture of any/all reimbursements.

A return email address and IBO number are REQUIRED for faster response and authorization.

IBO Signature

IBO #

Date

Daytime Phone #

Fax #

Email Address

FOR OFFICE USE ONLY

DATE RECEIVED: _____ AIRLINE TICKET ALLOWABLE AMOUNT: _____ APPROVAL CODE: _____

APPROVED BY: _____ DATE APPROVED: _____

NOTES: _____

For authorization and processing, please email completed form to becky.oudhoff@amway.com or fax it to Amway Special Events – Attn: Reimbursement, at 616-682-4107.