

# Regent Travel and Tours

The Journey of a Lifetime

## Information, Procedures and Timeline - ITALY

After we receive your deposit, we will email or send you the following:

1. **Regent Travel Guide:** Please read this carefully. It includes comprehensive tour information, policies, and answers to frequently asked questions.
2. **Travel Insurance Info:** *We strongly suggest you consider Travel Insurance to cover the possibility of an unexpected trip cancellation issue. Please visit the Travel-Ex site for info: <http://www.travelex-insurance.com>, or call 1-800-228-9792. Use the Regent location number 09-0279 for best service. The choice is yours but we recommend their product called Travel-Lite.*
3. **Account Statement:** An accounting of fees, payments, your balance due, and balance due date **will be sent 2 weeks prior to due date.** Full payment **MUST** be received at least **60 days** before departure.
4. **General information:** A listing of your address, contact information, room mate info if applicable, etc. Please review this carefully. If there are any discrepancies, please contact us immediately!
5. A valid passport is all that is required for travel to Italy.

**60 days before departure, we must receive the following from you:**

1. Final payment as shown on your Account Statement must be received on or before this date. **Please mark your calendar.**
2. Your **original** passport. > (must be valid for at least 6 months after your entry into Italy.)
3. A copy of your green card, front and back, if you are **not** a US citizen.

We will send you a receipt confirmation when we receive the above material. Your passport is all that is required. Send us a copy with final payment so we will have it for our information and your protection.

**20 days before departure, we will mail you the following:**

1. Your airline E-tickets (electronic tickets) with pertinent info. *NOTE: Regent will handle all of the ticketing for both the domestic and international portions of your air travel.* Because prices are quoted on a group tour basis, frequent flier miles cannot be honored or used to purchase tickets. However, they may be used to upgrade your seating. Travel in Italy by AC Coach.
2. Luggage Tags with Regent Contact Information
3. Tour ID Button
4. Itinerary with hotel listings & contact information (telephone & fax numbers), as well as our Italy Regent Office contact information for emergencies.

You may receive a notice that the airline portion of the tour may need to be paid prior to the final invoice billing to secure ticketing in an increasingly difficult market. We will contact you with payment options which may include your credit card.

**Departure Date:** Your trip begins from your local airport to the Gateway airport, then on to ITALY.

**Arrival in India:** You will be greeted by your local Guide and transported to your hotel.

**Updates and Advisories:** We may periodically send you updates and travel advisories, if necessary. Our responsibility to you includes keeping you up to date on information that could have a bearing on your travel experience. Although there have been some events over the past years which may have caused some to consider postponing or canceling their trip, we have never had an incident or problem on any of our tours. At times the news media may outline issues in specific areas of a country, but this does not mean the entire country has been affected.

Know that seasoned travelers rarely cancel their travel plans because of headlines; and in the event that an issue may affect our tour, we will change the itinerary accordingly to avoid any unnecessary risk to our tour participants. Of course, *our advice is always to have travel insurance for that additional peace of mind and protection from the unforeseen.* Our experience has proven this to be true!