

UNITRAVCO, INC.
Group & Independent Travel
10 CRESTWOOD DRIVE
CHATHAM, NJ 07928
Tel: 973 635 6984 / 973-769-1605
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KENNESAW STATE UNIVERSITY
MBA JAPAN STUDY TOUR MARCH 3-12, 2006

Instruction & information on your travel arrangements

- Reservation Form for you to complete and return along with deposit by October 28, 2005
- Balance final payment due on January 3, 2006
- Terms & Conditions of your Tour attached.

Payment Details: All reservation requests to be submitted with deposit check of \$800 per person payable to: UNITRAVCO, Inc., 10 Crestwood Drive, Chatham, NJ 07928

Kennesaw State has arranged very favorable travel rates due to group bookings on a single flight. This means that (I) all payments have to be made strictly on or before the due date; and (ii) deviation requests will be subject to extra fees.

Accommodations: Based on Double or twin occupancy \$3250.00 per person
Single room supplement \$ 650.00 per person

Hotel details are:

Tokyo: Akasa Excel Hotel, Tel: 03-3580-2311 Fax: 03-3580-6066
Osaka: Miyako Hotel Osaka: Tel: 06-6773-1111 Fax: .06-6773-3322

Airline Arrangements: United Airlines
UA 829 03MAR ATLORD 1000A 1108A
UA 883 03MAR ORDNRT 1250P 515P+ 1
UA 878 12MAR KIXORD 720P 425P
UA 566 12MAR ORDATL 545P 841P

ALL RESERVATIONS SUBJECT TO INFORMATION & CONDITIONS ATTACHED

KENNESAW STATE UNIVERSITY EUROPEAN STUDY TOUR

INFORMATION & CONDITONS

Costs Include:

- . **Air transportation:** Economy class on United Airlines
 - . **Hotel services:** 4 nights in Tokyo, 4 nights in Osaka
(based on twin room occupancy).
 - **Local Taxes:** Included.
 - **Meals:** Buffet Breakfast in Tokyo and Osaka
Welcome Dinner; Farewell Dinner; Lunch during business visits.
 - **Transfers:** All round trips between airports, train stations, businesses to hotels.
 - **Sightseeing:** In Tokyo and Kyoto with local English speaking guide on each sightseeing tour.
 - **Train:** Tourist class reserved seats on JR Train between Tokyo and Osaka, super express.
 - . **Porterage:** At airports and train stations only 1 piece of luggage per person.
 - . Membership in General Assist, a network of around the clock emergency on tour assistance.
- Deviations:** Any deviations from the scheduled itinerary will be at the passenger's expense and subject to deviation fees. Requests for deviations must be submitted in writing to this office with the passenger's deposit. Any subsequent requests must also be submitted in writing.

Not Included: All personal expenses, travel and baggage insurance, airport taxes, fuel surcharges, foreign airport departure taxes (where applicable), gratuities to guides and tour escorts, drivers, chamber maids, porters, valet, laundry, telephone, cable and any other costs not specifically described in the itinerary.

Travel Documents. A valid passport is necessary for travel. Passport validity should be for at least 6 months from end of trip. Visas are not required for Japan for US citizens. Citizens of other countries may require visas and are requested to contact the country Consulate directly.

Baggage. You are allowed up to 2 pieces of check in luggage. Each piece must have a maximum of 62 inches in dimension and may not weigh more than 50 pounds. In addition, you are permitted one carry on bag, which must fit beneath the plane seat or in the overhead compartment. (However, we recommend taking such luggage that you can quickly carry into and out of trains without any aid. That usually means **one large piece and one carry-on**)

Air Transport. Economy class by United Airlines. Individual airfare is based on a **non-refundable** group fare.

Cancellation Policy land only: Cancellations and/or amendments must be received in writing.

Group up to 90 days prior to departure	\$550 administrative fee
89-61 days prior to departure	\$375 per person
60-31 days prior to departure	50% of land cost per person & 100% air cost
30 days – 15 days prior to departure	75% of total land costs per person & 100% air
14 days - day of departure / no show	100% of all services

Additional penalties may be incurred for any payments made for non-refundable tour services and all penalties assessed by the airlines.

Air deposits are refundable if canceled prior to November 30; 2005. Air tickets are non-refundable after ticketing. We highly recommend travel insurance to all passengers.

Currency Fluctuations: In case of currency fluctuation of more than 3% or amendments in local govt. taxes, we will adjust pricing accordingly.

KENNESAW STATE UNIVERSITY EUROPEAN STUDY TOUR

Reservation Form

Mail to: Dinaz Subjally
UNITRAVCO INC.
10 Crestwood Drive
Chatham, NJ 07928

Tel 973-635-6984/ Cell 973-769-1605
Fax 973-701-1102
Email: Unitravco@aol.com

Payment Details

Preferred method of payment: Checks made out to **UNITRAVCO INC.** only, the price quoted reflects special discounts for check payment only.

Payment Accepted By: American Express, Visa, Discover, and MasterCard for the land arrangements only at a 3% surcharge.

Initial Deposit of \$ 800.00 due by: October 28, 2005

Final Payment of \$ 2,450.00 due by: January 3, 2006

Personal Details

Name as it appears on the passport: _____

Address: _____ City _____ State and Zip _____

Phone: (B) _____ (R) _____ Cell _____

Email: _____ (Fax) _____

Nationality _____ Place of Birth _____ Date of Birth _____

Passport Number _____ Date of Expiration _____

United Airlines Mileage Plus card no: _____ Deposit amount enclosed: \$ _____

Credit card payments: Separate authorization forms to be provided.

Reservation Details

() I will participate in the Basic program only; from Atlanta, Mar 03 - 12, 2006

() I have the following deviation request (s)

Leave/Return earlier or later as follows: _____

For individual travel before/after group program, please detail request separately.

() I have the following room preference(s)

For twin bed accommodations, my preference for a roommate is: _____

For double bed accommodations my roommate is _____

Single room supplement at a supplemental cost of \$650.00 _____

Smoking / Non Smoking _____

() I have the following preferences when traveling (on a best effort basis)

Window/Aisle: _____

Special Meals: Vegetarian/Kosher/Diabetic/Other: Please specify: _____

First and Business class fares to furnished upon request _____

Additional airline fares, hotel accommodations, etc. will be priced separately for deviations.