

PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2019

19 – 28 October 2019 || Venue: TBA

GUIDELINES ON AIRFARE REIMBURSEMENT

The Philippine Travel Exchange (PHITEX) 2019 Organizing Committee is pleased to provide the following guidelines on airfare reimbursement process for hosted buyers:

1. The reimbursement shall cover all Hosted Buyers arriving in Manila on 19 October 2019, 12:00AM and departing Manila not later than 28 October 2019, 2:00PM.
2. The Hosted Buyers are required to make their own flight arrangement through their airlines or travel agent.
 - a. Personal travel insurance, excess baggage charges and other fees imposed by airport authorities are excluded in the reimbursement.
 - b. Hosted buyers are advised to arrange their own insurance coverage for the entire travel period.
 - c. Hosted Buyers who will join the post-show tour are reminded to double-check their flight connections.
 - d. Hosted buyer shall absorb the cost of their airline tickets in the event of cancellation of their participation without valid reasons.
3. Airfare shall be reimbursed to Hosted Buyers at CAPPED amount or the actual cost of the airticket whichever is lower, regardless of airlines or travel agent used. Buyers who redeemed their tickets through Frequent Flyer Programme shall be reimbursed the CAPPED amount.

The CAPPED amount has been pre-determined by the PHITEX 2019 Organizing Committee based on the average economy class airfare and point-to-point routing.

4. The reimbursement to hosted buyers shall be in the following currency using the effective exchange rate as of 07 October 2019:
 - a. US Dollar; and
 - b. Philippine Peso, if the balance is not available in US dollar denomination.

5. The **PHITEX 2019 Airfare Reimbursement Form (PHITEX2019 ARF)** will be sent to concerned buyers thru the email provided in the online registration.
6. Hosted buyers shall submit the **PHITEX 2019 Airfare Reimbursement Form (PHITEX2019 ARF)** together with the following documents on 21 - 22 October 2019, to the Airfare Reimbursement Counter at the Buyers Lounge from 9:00am – 6:00pm:
 - a. Photocopy of Passport
 - b. Photocopy of the passport page (with Immigration Stamp) showing arrival to the Philippines or Boarding pass (Country of Origin should be the same as declared in the Agreement)
 - c. Copy of air ticket/electronic air ticket
 - d. Official Receipt or Points/Miles Redemption Letter as proof of purchase of the air ticket
7. Submission of the **Appointment Sheet** (with 36 fulfilled appointments) and **Accomplished Evaluation Form** is on 22 October 2019, at the Airfare Reimbursement Counter at the Buyers Lounge from 12:00pm – 6:00pm.
8. The releasing of reimbursement to the Hosted Buyer is on the last day of TRAVEX, 22 October 2019 at the Airfare Reimbursement Counter at the Buyers Lounge, from 9:00am - 6:00pm.