



**Contract #15-386**  
**UNIVERSITY OF MARY WASHINGTON**  
**Commonwealth of Virginia**  
**Standard Contract/Master Agreement**

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This contract entered into this 30th day of June 2015, by Fellowship Travel International Inc., hereinafter called the "Contractor" and the Commonwealth of Virginia, University of Mary Washington called the "Purchasing Agency", "University" or "UMW".

WITNESSETH that the Contractor and the University, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF SERVICES:** The Contractor agrees to furnish Customized International Travel Services on an as needed basis to the University of Mary Washington, an agency of the Commonwealth of Virginia, per the requirements and terms and conditions of the original Request for Proposal (RFP) with exceptions noted herein.

**PERIOD OF CONTRACT:** July 6, 2015 through July 5, 2016 with an option to renew for an additional nine (9) one-year periods.

**COMPENSATION AND METHOD OF PAYMENT:** Will be in accordance with Method of Payment, (Ref. Section VII, RFP 15-386).

**CONTRACT DOCUMENTS:** The contract documents shall consist of this signed Contract, the general conditions, special conditions, Offeror's proposal, subsequent clarifications and modifications as described herein all of which are incorporated herein by reference and constitute the "contract documents."

**CONTRACTUAL CLAIMS:** Any contractual claims shall be submitted in accordance with the contractual dispute procedures set forth in the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors.

**PROGRAM PRICING CLARIFICATIONS:**

1. No deposits will be paid until the number of program participants has been confirmed between the contractor and the university.
2. The program price shall be guaranteed by the contractor in U.S. Dollars.

**PROGRAM REBATE:**

1. At \$100,000.00 in program sales per annum, a one percent (1%) discount shall be rebated by the contractor to the University to fund student scholarships for future programs.

In witness, whereof, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

By: [Signature]

Title: Vice President

Date: 7/2/15

FEI/FIN# 541167636

UNIVERSITY OF MARY WASHINGTON:

By: [Signature]

Title: Asst Dir., Procurement

Date: 7/2/2015

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia 2.2-4343.1* or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any basis prohibited by state law relating to discrimination in employment.



REQUEST FOR PROPOSALS (RFP)

**ISSUE DATE:** April 29, 2015 **COMMODITY CODE(S):** 95892, 96178

**RFP NUMBER & TITLE:** RFP 15-386 CUSTOMIZABLE INTERNATIONAL TRAVEL SERVICES

**ISSUING AGENCY & ADDRESS:** University of Mary Washington  
Procurement Services, Eagle Village Executive Offices, Suite 480  
1125 Jefferson Davis Hwy., Fredericksburg, VA 22401

**WORK LOCATION:** Fredericksburg, Virginia

**PROPOSAL DUE DATE & TIME:** **MAY 12, 2015; 3:30 PM**

**PRE-PROPOSAL CONFERENCE:** ☐ Optional ☐ Mandatory ☒ N/A **PRE-PROPOSAL LOCATION:** N/A

**PRE-PROPOSAL DATE/TIME:** N/A

**CONTRACT OFFICER:** MELVA A. H. KISHPAUGH, VCO, CUPO **EMAIL:** [mkishpau@umw.edu](mailto:mkishpau@umw.edu)

**PERIOD OF CONTRACT:** DATE OF AWARD THROUGH ONE YEAR, WITH OPTION FOR NINE (9) 1-YEAR RENEWALS, or as negotiated.

**QUESTIONS/INQUIRIES:** All inquiries for information should be directed via email to the contract officer listed above, referencing the solicitation by name and number. No questions will be accepted after **May 7, 2015; 4:00 PM**.

**PROPOSALS:** Sealed Proposals must reach the above address and department by the deadline stated in order to be considered. It is the responsibility of the offeror to ensure that the proposal is submitted in a package that clearly identifies the contents as a proposal submission in response to this RFP. Also reference section V herein. UMW requires the inclusion of a clearly marked redacted proposal if any portion of the Offeror's proposal contains proprietary information; Reference Section V.A.3 stipulations. All resulting contracts will be made available through UMW's Public Contracts Gateway <https://umw.cobblestonesystems.com/public/>.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Firm Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation and the Undersigned Firm hereby certifies that all information provided below and in schedule or attachment of this document is true, correct and complete.

**THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL**

Name of Offering Firm: Fellowship Travel International, Inc.

Address of Offering Firm: 10220 Timber Ridge Dr., Ashland, VA 23005

Check All That Apply: ☐ Micro Business ☒ Small Business ☐ Woman-Owned Business ☐ Minority-Owned Business

RFP Notification received via: ☒ eVA ☐ Newspaper ☐ Other:

DSBSD Certification No.: 693409 Expiration Date: 9/12/2017

Virginia Contractor License No.: N/A Class: N/A

Specialty Codes: N/A SCC No.: 0216844-1

eVA Vendor ID or DUNS No.: DUNS #: 033382144 FEIN: 54-1167636

Submitted By (Print Name & Title): Jeremy Lawhorn, Vice President

Email: jlawhorn@fellowship.com Telephone: (804) 550-0121 X. 102

Website: fellowship.com Fax: (804) 550-2525

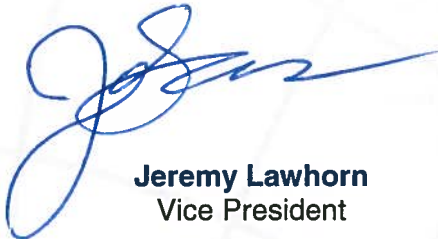
Signature (In Ink): [Signature] Date: 5/8/15

**NOTE:** This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.



# **Fellowship Travel International's Business Proposal for The University of Mary Washington**

**RFP 15-386**



**Jeremy Lawhorn**  
Vice President

(800) 235-9384, ext. 102  
10220 Timber Ridge Drive  
Ashland, VA 23005

**Attachment 1: Small Business Subcontracting Plan**  
**Attachment 2: FTI – Emergency Response Plan for Travelers**  
**Attachment 3: References**  
**Attachment 4: Itinerary A, Tripcard #56651**  
**Attachment 5: Itinerary B, Tripcard #62969**  
**Attachment 6: Sample Statement**

## Section 1: FTI Sales

***Please identify the amount of sales your company has had (if any) during the last twelve months with each public Higher Education Institution within the Commonwealth of Virginia.***

FTI works with a variety of public and private institutions across the country. The following are some examples of our clients from Virginia that we have worked with during the past 12 months:

<b>Public Universities</b>	<b>Past 12 Mths.</b>
George Mason University	\$125,751
Virginia Military Institute	\$ 31,908
Old Dominion University	\$ 24,369
VCU Global Medical Training	\$ 13,798
 <b>Private Universities</b>	
Randolph-Macon College	\$278,480
Ferrum College	\$ 68,099
Roanoke College	\$ 16,385

## Section 2: Serviced Destinations

***Provide a comprehensive list of currently serviced destinations and examples of types of travel programming that the offering firm has provided to clients within the last three years.***

Fellowship Travel has a diverse nonprofit client base, meaning, we are familiar with the wide range of travel programming that our customers might need. Because all of our travel and tour offerings are customizable, we encourage our clients to be as imaginative in their travel goals as possible.

For those looking to create meaningful and educational travel experiences, FTI can help you tailor your trip to meet your group's curricular goals. We understand that students of every discipline, whether linguists, artists or scientists, can benefit from experiential learning. FTI can offer:

### **Faculty-Led Educational Tours**

FTI's capabilities in creating and administrating highly customized and detailed tours that meet program budgets is one major strength that differentiates us from our competitors. We can arrange a variety of unique activities. Students can attend lectures and professional networking events, participate in local culinary classes, learn to make local products (such as: perfume, paper lanterns, or grass mats), and more. We can also provide accommodations (hotels, hostels, dorms, etc.), as well as group transfers, rail, meals, travel insurance and international cell phones.

### **Volunteer Abroad Programs**

FTI is continually vetting NGOs around the globe that enable us to offer a wide variety of customizable service experiences. We have chosen to partner with international volunteer programs because we believe in teaching students to give back to the global community. We also recognize the importance of promoting an increased understanding of other cultures. Student volunteers have the opportunity to experience the culture at a deeper level as they work side-by-side with local volunteers, create local crafts, and participate in homestays.

Volunteer abroad opportunities are available in more than 15 countries on five continents. Activities include:

- Construction
- Orphan care (arts, education, etc.)
- Sports
- Wildlife conservation
- And, more

## **B. Travel Management**

***Describe the experience that your firm has in providing travel management services for large groups in an academic and higher education setting. Please provide recent examples (references) to support this experience.***

We handle travel for more than 1000 groups per year and work with about 200 universities and educational consortiums. Over the past couple years, we have been awarded business with several new large accounts, including:

- FTI has been working with the Tennessee Consortium for International Studies (TnCIS) since 2012 to arrange flights for 500-600 students.
- In 2013, we were awarded our second consecutive contract with DePaul University. FTI arranges travel for a dozen groups averaging 250 students per year.
- In 2012 we were awarded UNCW's travel contract for business through 2016. We handle several student groups as well as individual travel.

FTI agents can use our in-country contacts or work with organizations already vetted by the University and its staff. If individual professors are accustomed, and permitted, to work with ground service providers directly (hotels, bus companies, etc.), FTI can assist the University by stepping in as the one point of contact. This can reduce the University's liability and labor, while maintaining the existing vendor relationships as well as respecting the experience the faculty leaders bring to the table.

For references, please see Attachment 3.

## **C. Customized Group Tours**

***Describe the ability of your firm to provide customized group tours and/or organize group events that meet educational goals for faculty and students while traveling abroad. Provide examples of previously arranged tours.***

We work with each professor/group leader to create itineraries with a variety of unique activities that align with the academic goals of their international program. Students can attend lectures, professional meetings and networking events; participate in local culinary classes; and learn to make local products such as: perfume, paper lanterns, grass mats, and more. No matter the trip focus, we will find activities that are the perfect complement to your curricular goals. We can also provide accommodations (hotels, hostels, dorms, etc.), as well as group transfers, rail, meals, travel insurance and international cell phones.

For the past five years, we have provided air and ground services for Cornerstone University's Global Business Leadership Center (GBLC) groups led by Dr. Robert Simpson, founder of the organization and Associate Provost of Cornerstone University in Michigan. The GBLC coordinates "the Global Business Experience ... During the trip, students examine how the world is changing through the integration of economic, cultural, political, and educational systems across geographic borders," (as stated on Cornerstone University's website, [www.cornerstone.edu](http://www.cornerstone.edu)). Each of their trips has a balanced mix of meetings and lectures combined with touring and cultural experiences. In addition, some programs also participate in service-learning projects.

LSU's School of Architecture and Design leads a student trip to South Africa on a yearly basis. As part of their customized travel experience, we help LSU plan and execute a "design-build project that serves to enhance the quality of life for township residents," (as stated on LSU's website, [www.lsu.edu](http://www.lsu.edu)). In the past few years, they brought their solar powered food cart design to communities devastated by HIV and poverty, designed and built dry chemical-based toilets, and designed and built a playground. Alongside the service component, we help arrange day-long excursions to area sites for a well-rounded cultural experience.

- Get behind-the-scenes access to some of Japan's cultural highlights, like a sushi-making demonstration or a private tour of a popular fish market;
- Journey down into the Necropolis under the Vatican; groups can get exclusive access to the City of the Dead, a 1<sup>st</sup> century archeological site under the floors of the church;
- Apply to give a concert in one of Europe's most famous venues, such as Paris' Notre Dame Cathedral; or, attend an opera staged in front of one of Israel's most famous archeological sites, Masada.

#### **G. Group Meals**

***Describe the ability of your firm in locating restaurants in the travel area that can accommodate large travel groups. Describe the ability of the University to have select group meals be pre-reserved and invoiced as part of the trip. Provide examples of previous arrangements.***

We will always use restaurants selected by group organizers when they have a preference. When no specific requests are made, we consult our regional ground operators. As they have a better sense of the changing cultural scenes in a particular area, they can offer valuable insight into which establishments are safe, offer authentic cuisine, are best suited for the budget, etc.

For our large groups, we have experience organizing several types of pre-reserved meal options. In the past, we have set-up 3-course meals for students at their hotel or accommodation. Another popular meal option is to arrange a farewell dinner for the group at a local restaurant. Farewell dinners can also include a cultural event or show. For example, in Spain, groups have enjoyed a Flamenco dancing demonstration during dinner or in South Africa, a drumming performance.

FTI can also arrange for the group to try, or in many cases cook, local cuisine during a cultural immersion excursion. In the U.K., our tour coordinators have organized a fish and chips lunch for students in an area pub. In Latin America, students can participate in local culinary classes. Or, if the organizer would prefer that the group share a meal with a resident family, opportunities are available in several locations including the township of Soweto, South Africa. In Jerusalem, Israel, groups can even participate in a family's Shabbat celebration.

FTI can only invoice those meals that are pre-arranged and include pre-fixe menus.

#### **H. Pre-trip Seminars & On Campus Meetings**

***Describe your firm's ability to provide or attend pre-trip seminars and organizational meetings on campus to the groups that will be traveling, if requested by the University. Specify all associated costs in the Pricing Schedule.***

Since FTI is located just north of Richmond in Ashland, VA, one of the many perks of a potential partnership is our proximity. As such, FTI is able to offer pre-trip seminars and on-campus meetings to UMW for no additional cost.

For other educational institutions, for example Randolph-Macon College and Virginia State University, we have offered faculty seminars on travel management, trip-planning, cost-saving opportunities as well as safety and security concerns while traveling abroad with a group.

Once an agreement is reached between UMW and FTI, training (if necessary) will be arranged to suit the University personnel's needs and schedule. We ask that UMW schedule seminars with FTI at the earliest stages of the travel planning process to ensure our representatives' availability. In addition, any groups or individuals requiring assistance can always go directly to the dedicated agent.

importantly, it gives us the ability to design a unique itinerary from the ground up. The end result is that each traveler receives a good value for their investment as well as a rewarding educational experience.

We offer a wide variety of optional excursions and pre/post-project educational tours. Organizers can review the sample itineraries on our website for ideas or we can create custom add-ons for any trip. Examples include:

- **1-Day London Stopover for Shorter University** – Itinerary included: traditional Fish & Chips meal, walking tour of popular sites (Buckingham Palace, Westminster Abbey, Big Ben/Parliament, Trafalgar Square, Piccadilly Circus, etc) and tickets for the London Eye.
- **1-Day Macchu Piccu Excursion for Queens University** – Trip included transportation to/from the site, meals and hotel accommodations.
- **2-Day Johannesburg Safari Stopover for Wesleyan Theological Seminary** – Safari package in malaria-free state park, including: transportation meals, accommodations, and guided day and night drives.
- **2-Day Victoria Falls Stopover for Grand Valley State University** – Arrangements included accommodations at a private lodge, a guided tour of Victoria Falls, and an exotic Boma Dinner.
- **5-Day Beijing & Shanghai Mini-Trip for St. Vincent College** – Activities included: Sightseeing (Summer Palace, Great Wall, Forbidden City, etc.), rickshaw tour, and culinary opportunities (class on how to make jiaozi dumplings, Peking Duck dinner and acrobatic dinner show).

#### **B. Charter Transportation**

***Describe firm's ability to provide charter transportation and the types available by location.***

FTI is able to offer our clients dependable ground transportation through our contracts with coach, rail and van rental companies worldwide.

The availability of different types of charter transportation – vans, buses, etc. – will vary from location to location. For those destinations where FTI does not have a standing contract with ground transportation vendors, we are able to work with our in-country contacts to make the appropriate arrangements. This allows us to offer transportation services anywhere our clients travel. We have coordinated such arrangements for educational groups like Randolph-Macon College, Belhaven University and University of Northern Iowa, to name a few.

We are also able to arrange airport transfers at the group's request.

#### **C. Travel Insurance**

***Describe all travel insurance available at no cost to the University.***

FTI can offer Emergency Medical Travel Insurance to UMW at no cost. Emergency Medical Travel Insurance provides protection for both individuals and groups in case of an accident, sickness, or baggage loss while traveling.

Individuals and groups can also purchase trip cancellation or interruption coverage through our Comprehensive Travel Insurance plan.

See Section 8 for more information regarding travel insurance.

#### **D. Flight Insurance**

***Describe any Common Carrier and Flight Insurance that would be made available to University travelers at no additional cost to the University.***

In compliance with federal laws, FTI is no longer permitted to offer free flight insurance.

## **H. Entry Requirements**

***Describe the firm's ability to communicate entry requirements for a country (such as a visa, letter of invitation), and to communicate any issues that may prevent entry into a country (such as passport stamps to a specific country) and provide guidance on resolution.***

FTI associates are familiar with the specific needs of University travelers (e.g. availability for travel emergencies, student safety, visas to various countries, baggage requirements, etc.). We will outline passport and visa requirements, based on USA citizenship, 18 years or older.

Due to liability concerns, we direct our travelers to the appropriate resources to find this information if they do not meet these requirements. See Section I for passport and visa procurement information.

All travelers can reference the "Resources" page on [www.fellowship.com](http://www.fellowship.com) which provides links to information on travel warnings, CDC vaccination recommendations, exchange rates, passports and visas, weather, travel insurance, the SMART Traveler Enrollment Program, travel tips, and more.

## **I. Passport & Visa Services**

***Specify the firm's ability to provide Passport and Visa services. Include all associated costs.***

Because passport and visa requirements may vary on an individual basis (depending on age, nationality, prior travel, nearest embassy, etc.), FTI does not handle this process in-house. However, we do have a partner organization, Travel the World Visas, in Washington, D.C. that specializes in these services. We recommend that groups and individual travelers work directly with them to ensure accurate and expedient document-acquisition information. All FTI customers receive a discount on their services.

## **J. Trip Itineraries**

***Trip itineraries for the entire group shall be provided to the University faculty director in charge of the trip, unless otherwise specified.***

FTI strives to make sure both group leaders and trip participants feel properly informed and well prepared for their upcoming trip. To do so, FTI provides all necessary pre-travel information and trip documentation as far in advance of departure as possible. In addition to the paper documents we supply you, group leaders will have 24/7 access to trip documents and details through our online trip planning software, PASSPORT.

Group leaders who work with us to design tours, volunteer programs or service learning projects can request full-color brochures for recruiting purposes. They will outline the specifics of the trip including a full description of the itinerary, inclusions and exclusions and payment deadline schedule. Registration forms can also be included.

FTI provides a travel wallet to all tour group leaders. It will contain all contact names and numbers for the ground service providers that will be working with the group, as well as all of the tickets and vouchers required for air and land services (including e-tickets). The group leader will also receive a complete itinerary for their group including any passengers who may be deviating from the primary travel itinerary as well as two complimentary FTI luggage tags for each traveler to help identify baggage quickly. Clients who have purchased travel insurance will get all of the relevant information on their policy.

## **K. Ensuring Accuracy**

***Describe how the firm ensures accuracy in booking, invoicing, and itineraries. Specify if original receipts shall be provided to the University.***

FTI utilizes a custom CRM application, TripMX. This system was designed and built by our in-house programmers and is tailored to providing group and individual clients with the best service possible. We are dedicated to using our travel expertise and technology to support UMW as you continue to grow and to enable UMW staff to concentrate on duties other than travel administration.

## Section 4: Business Operations

Fellowship Travel International, Inc. (FTI) opened on November 12, 1982 as a company dedicated to meeting the specific travel needs of universities and other non-profit organizations. It is a registered corporation located in Ashland, Virginia, owned in its entirety by the founder and President. FTI is not a subsidiary of any other entity.

FTI is a family-owned business with over 32 years of experience in creating custom itineraries for a range of clientele. The company sends more than 1000 groups per year to destinations across the globe. Beyond our extensive background in group travel, FTI also specializes in a variety of educational and experiential travel, including: study abroad; service learning; faculty, alumni, and student tours; as well as humanitarian and adoption travel. We are also familiar with the many specific needs that come with this type of travel, such as: safety and security, itineraries, and meeting a professor's expectations for his or her course.

FTI is also a Small Women and/or Minority (SWaM) certified business in the state of Virginia. We have 33 associates, more than eighty percent of whom are women.

FTI's management structure is listed as follows:

- **G. Wayne Lawhorn**, President: Ext. 128, w.lawhorn@fellowship.com
- **Jeremy Lawhorn**, Vice President: Ext. 102, jlawhorn@fellowship.com
- **Jeff Compton**, Group Sales Manager: Ext. 108, jcompton@fellowship.com
- **Denison Borges**, Individual Sales & Contracts Manager: Ext. 101, dborges@fellowship.com
- **Jen Hefner**, Marketing Director: Ext. 131, jberbach@fellowship.com
- **Paula Price**, Operations Manager: Ext. 126, pprice@fellowship.com
- **Angie Wood**, Accounting Manager: Ext. 106, awood@fellowship.com

The company has an A+ rating with the Better Business Bureau and is a member of ASTA, CLIA, IATA, IATAN, and ARC. The company partners with, and was a founding agency for, Amadeus Global Distribution System (GDS). FTI's software production division, SoftSolutionWare, is also a third-party software provider for Amadeus.

### A. UMW's FTI Team

***Provide resumes for key personnel (particularly the single point of contract who will be working with UMW) who would be representing the firm and working with UMW staff to develop travel programming or fulfill travel programming needs.***

FTI does not solicit commercial accounts, and thus, maintains a strict focus on serving educational and humanitarian organizations. Every team member has specific experience with non-profit and educational travel and is ready to assist the University of Mary Washington at any time.

In the last year alone, we served more than 200 higher education clients (both individual institutions and consortiums), several of which send hundreds of students on international trips each year. Some of our satisfied clients include: Randolph-Macon College, the University of North Carolina Wilmington, DePaul University, the Tennessee Consortium of Community Colleges, and The European Council (part of the System Council for International Education of the University System of Georgia).

FTI has 32 years of experience working with educational institutions means we are familiar with the specific needs associated with this type of travel, including, but not limited to: meeting a professor's expectations for his or her course, safety and security and unique itineraries that will keep student's excited and engaged. We customize each of our travel packages to the goals and budget of a particular trip.

Our diverse staff brings extensive personal knowledge of countries around the globe, having personally traveled to 150 different countries. Twenty-five percent of our associates were born and/or raised abroad and are native speakers of 11 different foreign languages. Half of our employees have 10+ years tenure with FTI. Our agents' travel planning experience, however, is even greater.

**Leanne Leigers, Senior Individual Sales Agent** — Ext. 121, lleigers@fellowship.com

- **Roles & Responsibilities:** Primary contact for all air and/or ground services for less than 10 travelers. Partners with travel organizer to determine optimal itineraries; negotiate and price services requested; and manage bookings, including change requests.
- **Experience:** Leanne has been the cornerstone of our Individual department since she started 21 years ago. Her experience with our individual contracts is unparalleled, and her customers love her quick response time. Her clients include Randolph-Macon College, Regent University and VCU, and in past years, she has worked with the William & Mary Wesley Foundation. She also works with the UMC Council of Bishops to arrange meeting space, accommodations, transportation, meals and pre- and post-conference tours for their international conferences.
- **Qualifications:** In addition to her education and experience, Leanne has travelled to 11 countries, including: Switzerland, Austria, Italy, England & Panama.
- **Education:** Travel Agent Certificate from Wilma Boyd Travel School, Pittsburg, PA

**B. Invoices**

***Specify how invoicing will demonstrate exactly how the cost per traveler was determined. Provide an invoice example.***

When we choose ground partners, we specifically look for ones who not only offer the highest level of service but whose capabilities are comprehensive enough to provide all the services we need in a given area. As one would find in any negotiation, the more services we ask for, the better pricing we receive. Since we are requesting packaged services, we are given packaged pricing. So typically, packages are negotiated in tiered pricing.

For tours, the proposal and contract will show tiered pricing, but the per person cost for whatever tier the group falls into will be illustrated on the invoice. All invoices will be emailed to the group leader or study abroad staff whenever an update is made and will always be available online through our PASSPORT tool.

See Attachment 6 for a sample statement.

**C. Payments**

***Describe how payment is accepted.***

Payments can be made online with a US credit card, but a 3% conversion fee will apply. We also accept checks, cash/money orders, ACH drafts, and wire transfers.

A limited number of airline vendors may not accept credit cards as form of payment for certain airfares and/or destinations. (These instances will be clearly outlined at the time of proposal.) When this happens, we utilize our in-house merchant accounts, which may be subject to a cash conversion fee of up to 3% if paid by credit card. Checks are welcomed for these transactions at no fee.

**D. Billing & Payment Terms**

***Describe billing and payment terms. Specify if deposits are required and when full payment is due.***

Upon acceptance of the proposal, a contract is typically generated and sent to the University within two business days. Group deposit dates, utilization, preliminary names, rooming list dates, final payment, and ticketing date are all listed on the contract.

The signed contract can either be returned via mail with the deposit, faxed, or signed online through PASSPORT. Airlines typically require deposits within two weeks to guarantee the fare and seat reservations. FTI can offer special arrangements for UMW regarding deposits.

Once the contract and statement have been uploaded to the site, the group leader will receive an e-mail notifying them that they are available online.

## **Flights**

Flights for groups can be booked up to 11 months in advance of travel. Upon reply from the vendors, the agent will send a quote via email. Because FTI only provides quotes on confirmed space, the vendors are contractually obligated to FTI to honor the base price they have quoted. With airfare, taxes and fuel charges can typically fluctuate until we receive final payment, though in some cases, our contracts allow us to lock-in fuel surcharges.

## **Ground Arrangements**

Similar to flight reservations, pricing for ground arrangements is covered by our contracts. This includes changes in currency exchange rates (unless it increases by more than 3%). It also includes costs related to group size. Because we provide our customers with tiered pricing, the trip organizer always knows how a change in the number of participants will affect the total and per person cost.

The only time the quoted price will change is when the group leader decides to make changes to the agreed upon itinerary. These changes could increase or decrease the cost, depending on the change (for example: date changes, accommodation upgrades, change in sites visited, etc.).

## **G. Reconciliation**

***Describe how the firm would ensure that post trip reconciliation charges or surcharges, previously unapproved by the University are not levied.***

Most trip reconciliation or surcharge concerns will be remedied over the course of trip planning. As costs change, our agents issue new trip statements which document the revised costs. Should there be unapproved charges, the University will be able to contest them before payment is made.

For tickets that are refundable, we will return payment, less fees and airline penalties, in whatever form of payment the original purchase was made. Restrictions vary based on carrier and type of ticket purchased.

Credit card payments are processed through Elavon Bank with additional security through Authorize Net, Verified by Visa, & MasterCard Secure Code.

## **H. Exchange Rates**

***Describe the ability of the firm to provide quotes for international travel based on current exchange rates and provide the University with the ability to hedge currency when possible and if in the best interest of the University. Explain the process for issuing credits and charges if exchange rates change after the original quote.***

Exchange rates are monitored through our CRM, TripMX. The system is automated to alert agents when exchange rates have changed. Our goal at FTI is once we are quoted by our air and/or land providers, to pay in-full as quickly as possible to ensure changes in exchange rates do not negatively affect the group's cost. Once your group is paid in full, all vendors are paid based on the exchange rates of that day. If rates drop after payments are made, cost adjustments are not possible.

Please note that all FTI quotes are in USD currency and we only accept USD payments.

## **I. Securing the Best Rates**

***Describe how the firm obtains the most favorable rates in regard to international travel for large groups.***

### **1. Air Transportation**

Over the years, we have achieved a very strong presence within the airline industry, as a leader in serving groups traveling all over the world. As a result, this buying power has enabled us to negotiate strong contracts with more than 30 airlines around the globe that not only afford us net fares, but also flexible rules. This flexibility can result in significant savings that we pass along to our clients. Our Contracts department is always working to update and improve our airline contracts so we can continue to offer our customers the best possible rates.

**K. Compliance to Purchase Order**

***The University shall not be required to sign additional travel agreements or pro forma for individual trips planned by firms awarded a contract as a result of this solicitation. The University will issue a purchase order in accordance with the contract and in accordance with the pro forma, which shall serve as the University's agreement to proceed. Describe the firm's ability to comply with this requirement.***

We are happy to comply with this request. The only additional contracts we typically issue are on a trip by trip basis. Alternatively, we can offer UMW the option of a blanket contract for all travel services. Each individual group or transaction would only require a reply from the group leader agreeing to the terms specific to this particular transaction. Thus, eliminating the need to have the University's legal department involved with every group transaction.

## **Section 5: Emergency Operations Plan**

***Provide an Emergency Operations Plan to support UMW faculty, staff and student travelers, inclusive of emergency contact information (24/7).***

**A. Communicating Travel Alerts**

***Describe the firm's ability to communicate travel alerts or warnings issued by the U.S. Government and/or destination area including travel restrictions to sanctioned countries.***

As we work with a variety of non-profit organizations, including humanitarian relief organizations, we typically leave the choice of destination up to the client. However, FTI agents are always more than willing to help advise group leaders on potential destinations based on trip goals, budget, length of stay and safety concerns. FTI is careful to stay abreast of any international developments that may affect or complicate a tour. We will monitor U.S. Department of State travel warnings, and should any changes be issued, we will forward the information along to the University liaison when we receive it. It will be the University's ultimate decision to move forward or cancel the trip.

All travelers and travel planners have access to the "Resources" page on [www.fellowship.com](http://www.fellowship.com) which provides links to information on travel warnings, CDC vaccination recommendations, exchange rates, passports and visas, weather, travel insurance, the SMART Traveler Enrollment Program, travel tips, and more.

**B. Faculty Process for Emergencies**

***Provide details on the process that a University faculty leader would follow if problems occurred during an international trip arranged by the firm. Describe the firm's ability to provide back-up arrangements with short-term notice.***

**Emergency Plan**

Although FTI takes every precaution possible to avoid emergency situations, some circumstances are unforeseeable. In the event of an emergency, FTI's staff is experienced at quickly and efficiently managing these situations. We routinely deal with trips that have been disrupted by weather-related issues, mechanical failures, labor disturbances, civil unrest, and other last-minute developments.

If the group leader needs assistance or a situation arises during the tour, he can reference the emergency contact list included with the travel documents provided prior to travel. This list includes all contact names and numbers for guides and drivers (and any other pertinent emergency numbers) so they can be reached 24/7 while working with the tour group.

If a problem arises that affects the group's flight plan, one of our managers can be reached at any time of day through our free 24/7 travel emergency helpline. This is also the contact the group leader would use if he needs additional support with an issue that arises during the tour. For precautionary measures, we will also obtain all of the necessary contact information for relevant

## **2. Free Stopovers**

Enjoy extra days in your connecting city for debriefing sessions, with no additional airfare cost (availability dependent upon itinerary).

## **3. Cruises**

Whether you take commercial cruise ship or are interested in a more intimate experience on a windjammer or steam boat, we can arrange your entire trip - including flights & additional days at the beginning or end of your scheduled itinerary. Pricing dependent on itinerary.

## **4. PASSPORT - Online Group Management Application**

We understand that every faculty member involved in planning and executing group travel programs has a full plate of responsibilities and travel is an additional, time-consuming role. To simplify the group organizer's tasks, we provide a free online tool to assist with administrative work and communications. The program sends automated reminders of deadlines, provides the ability to easily communicate with participants and more.

Group leaders (in accordance with UMW guidelines) can utilize PASSPORT to:

- Register online – registration can be accepted or declined by the UMW group leader.
- Enter Passport and other required information.
- Receive automated statements and reminders and more.
- Online mobile access of itineraries, e-tickets, contracts, statements, etc.
- Link to destination information, such as: entry requirements, travel warnings, weather etc.
- Manage passenger information – can even import a list from excel as a csv file

## **5. Travel Insurance**

International Travel Medical Insurance through our partner Insurance Services of America, offers protection to both individuals and groups for stays up to one year in case of an accident, sickness, or loss while traveling.

With TravelEx's Comprehensive Travel Insurance plan, travelers receive coverage in the event of unforeseen trip-related expenses due to trip cancellation, trip interruption & delay due to a covered reason; emergency medical treatment or evacuation; lost, stolen or damaged baggage or travel documents; & baggage delay. Furthermore, the policy provides comprehensive non-insurance services such as emergency medical assistance, lost baggage tracking, as well as pre-departure health & safety advisories. This plan is priced at 6.4% of the total trip cost and provides coverage for 1-30 days (minimum gross premium is \$50).

Due to current legislation, we no longer offer Automatic Flight Accident Insurance.

## **6. International Cell Phones**

Fellowship Travel has partnered with Wireless Traveler to offer discounted calling and data around the globe with no contracts, monthly fees or roaming fees. Our clients can save up to 85% on calls, and get free incoming calls in 60+ countries! Phones can be rented for \$25 for up to 2 weeks + prepaid airtime, or use the promo code FELLOWSHIP33 for a discount on the purchase of a SIM card (for unlocked phones), data card, handset, &/or pocket WiFi device. Satellite phones are also available for rent for those who are cruising or travelling to more remote destinations.

**SMALL BUSINESS SUBCONTRACTING PLAN**  
**MUST BE COMPLETED AND RETURNED WITH BID OR PROPOSAL PACKAGE**

All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (DSBSD) by the due date of the solicitation to participate in the SWAM program. Certification applications are available through DSBSD online at <http://www.dmbv.virginia.gov/swamcert.html>.

**DEFINITIONS:**

**"Small business"** means a business independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business. *Note: DSBSD-certified women- and minority-owned businesses shall also be considered small businesses when they have received DSBSD small business certification. (Code of Virginia, § 2.2-4310)*

**"Woman-owned business"** means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women. *(Code of Virginia, § 2.2-4310)*

**"Minority-owned business"** means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals. *(Code of Virginia, § 2.2-4310)*

**Bidder Name:** Fellowship Travel International, Inc.

**Preparer Name:** Jeremy Lawhorn **Date:** 05/08/2015

**INSTRUCTIONS:**

- A. If you are certified by the (DSBSD) as a small business, complete only Section A of this form. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business in Section B.

**Section A**

If certified by the Department of Small Business and Supplier Diversity (DSBSD), are you certified as a:

**Check Only One:** ☐ Small/Micro Business ☐ Small and Woman-Owned Business ☐ Small and Minority-Owned Business

DSBSD Certification No.: 693409 Expiration Date: 09/12/2017

**Section B**

Populate the table below to show plans for utilization of DSBSD-certified small businesses in the performance of this contract. This shall not exclude DSBSD-certified women-owned and minority-owned businesses that have received the DMBE small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

**Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement**

<b>Small Business Name, Address &amp; DSBSD Certificate #</b>	<b>Indicate if also: Women (W) or Minority (M)</b>	<b>Contact Person, Telephone &amp; Email</b>	<b>Type of Goods and/or Services</b>	<b>Planned Involvement During Initial Period of the Contract</b>	<b>Planned Contract Dollars During Initial Period of the Contract</b>
<b>Total Planned Subcontracting Spend (\$)</b>					

## Attachment 2: FTI – Emergency Response Plan for Travelers



# Fellowship Travel International Emergency Response Plan for University Travelers Abroad

### Objective

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The objective of this plan is to prepare FTI team members to expediently and effectively handle emergency situations that affect FTI clients traveling abroad.

### Scope

---

The FTI emergency response plan is to be actioned as the result of the following events:

1. Travel Advisory/Warning received from the USA Department of State.
2. Notification of emergency from ground operator abroad.
3. Notification of emergency from group leader.
4. Notification of emergency from Airline.

### Readiness Requirements

---

In order to action the emergency response plan, the following information is to be collected for each group/individual booking serviced by FTI:

1. Group Leader down-line contact information. Mandatory information collected is local contact number/cellphone number, email address.
2. Designated emergency local contact information including name, department, email, cellphone.
3. Contact numbers for all ground services booked by FTI including but not limited to hotel phone number and address, bus driver cellphone, guide name and cellphone, train emergency number.
4. Contact information for Emergency Response Team/Risk Management Team at the University.

### Action Plan

---

Upon notification of an emergency situation, FTI will take the following actions:

1. Immediately notify the group leader of the emergency.
2. Contact the group leader to advise of the emergency.
3. Contact the Emergency Response Team at the University to advise of the emergency.
4. Assist in assessment of risk by information gathering from local ground contacts, US State Department, and group leader.
5. Develop an emergency plan of action with the group leader, the emergency local contact/emergency response team that meets the University risk management policies.
6. Make required travel arrangements as designated by the emergency plan of action.



## Attachment 3: References

### **Dr. Robert Simpson**

**Associate Provost of Cornerstone University; *Founder and President*  
Global Business Leadership at Cornerstone University**

Phone: (616) 262-5458

Email: [rsimpson@globalblc.org](mailto:rsimpson@globalblc.org)

- Has worked with FTI for 5 years
- Send approximately 150 students/year
- Provide group airfare, hotels and sightseeing tours

### **Paul Chamberlain**

**Director of Juniors Abroad**

**George Fox University**

414 N. Meridian Street, Newberg, OR 97132

Phone: (503) 554-2702

Fax: (503) 554-3834

Email: [pchamberlain@georgefox.edu](mailto:pchamberlain@georgefox.edu)

- George Fox has worked with FTI for 11 years.
- Send approximately 200-250 passengers/year, groups and individuals
- Provide airfare and custom study abroad programs
- A recent China program included a trek to Mount Everest Base Camp.

### **Antonio Carella**

**Associate Director Operations – Study Abroad Program**

**DePaul University**

990 W. Fullerton Avenue, Suite 1200, Chicago, Illinois 60614

Phone: (773) 325-8988

Fax: (773) 325-7452

Email: [acarella@depaul.edu](mailto:acarella@depaul.edu)

- DePaul has worked with FTI for 2 years.
- Send approximately 250 students/year
- Provide group airfare, hotels and sightseeing tours

### **Additional References**

Other references are available upon request including: medical, relief, and other educational organizations.

**Fellowship Travel International**

Planning trips that change lives.

[www.fellowship.com](http://www.fellowship.com)

(800) 2-FLY-FTI



# Final Trip Itinerary

**Organization:** Randolph-Macon College

**Contact:** Amy deGraff

**Date:** 05/08/2015

**TripCard #:** 56651

## Itinerary for Air & Land to Paris

Note: B = Breakfast, L = Lunch, D = Dinner

### Wednesday, January 08

<u>Flight</u>	<u>Departure</u>	<u>Time</u>	<u>Arrival</u>	<u>Time</u>
DL #3518	Richmond Intl	12:30 PM	John F Kennedy	1:56 PM
Delta Airlines	Richmond		New York	
Operated By:	SUBSIDIARY			
DL #400	John F Kennedy	7:10 PM	Charles De Gaulle	8:35 AM, Jan 9
Delta Airlines	New York		Paris	

### Thursday, January 09

9:00 AM Pick up at the airport by bus company Art Regnault Autocars and transfer to the youth hostel.

After a short class upon arrival, the remainder of the day is free.

9:00 AM Pick up at the airport by bus company Art Regnault Autocars and transfer to the youth hostel.

After a short class upon arrival, the remainder of the day is free.

<u>Hotel Property</u>	<u>City</u>	<u>Check In</u>	<u>Room Type</u>	<u>Check Out</u>
Mije Fauconnier	Paris	3:00 PM	Multi Bedded	Thu., Jan. 16 - 11:00 AM

**Description:** 11 rue du Fauconnier 75004 PARIS; Non-Smoking

**Contact Info:** 01.42.74.23.45

**Meals:** D

### Friday, January 10

10:10 AM Depart for appointment to the Bateaux Parisiens  
Next to the Eiffel Tower, on the Rive gauche  
Port de la Bourdonnais  
75007 PARIS  
Subway: Bir Hakeim, Trocadero (line 6)

10:10 AM Depart for appointment to the Bateaux Parisiens  
Next to the Eiffel Tower, on the Rive gauche  
Port de la Bourdonnais  
75007 PARIS  
Subway: Bir Hakeim, Trocadero (line 6)

10:30 AM Cruise on the Seine

After a short class upon arrival, the remainder of the day is free.

10:30 AM Cruise on the Seine

After a short class upon arrival, the remainder of the day is free.

Overnight at Mije Fauconnier

**Meals:** B D

**Fellowship Travel International**

10220 Timber Ridge Dr.

Ashland, VA 23005

Ph: (800) 235-9384 Fax: (800) 329-4384

[www.fellowship.com](http://www.fellowship.com)



# Final Trip Itinerary

**Organization:** Randolph-Macon College

**Contact:** Amy deGraff

**Date:** 05/08/2015

**TripCard #:** 56651

## Saturday, January 11

- Visit to Archeological Crypt
- Visit to Medieval Wall of Phillippe Auguste

### CLASS

- Visit to Archeological Crypt
- Visit to Medieval Wall of Phillippe Auguste

### CLASS

Overnight at Mije Fauconnier

Meals: B D

## Sunday, January 12

10:00 AM Depart for appointment to the Sainte Chapelle  
8 boulevard du Palais  
Subway: Cité (line 4)

10:00 AM Depart for appointment to the Sainte Chapelle  
8 boulevard du Palais  
Subway: Cité (line 4)

10:15 AM Visit of the Sainte Chapelle (unguided tour)  
79€ payable directly to the Sainte Chapelle in cash  
Reservation: TS10491\*01

- Visit to Notre Dame for Mass at 11:30
- Visit to Relequary

### CLASS

10:15 AM Visit of the Sainte Chapelle (unguided tour)  
79€ payable directly to the Sainte Chapelle in cash  
Reservation: TS10491\*01

- Visit to Notre Dame for Mass at 11:30
- Visit to Relequary

### CLASS

Overnight at Mije Fauconnier

Meals: B D

**Fellowship Travel International**

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**Organization:** Randolph-Macon College

**Contact:** Amy deGraff

**Date:** 05/08/2015

**TripCard #:** 56651

# Final Trip Itinerary

## Monday, January 13

10:00 AM Depart for appointment to the Moyen Age museum  
6 place Paul Painlevé  
75005 PARIS  
Subway: Cluny, Odéon, Saint Michel (line 10)

10:00 AM Depart for appointment to the Moyen Age museum  
6 place Paul Painlevé  
75005 PARIS  
Subway: Cluny, Odéon, Saint Michel (line 10)

10:15 AM Visit of Cluny Museum (unguided tour)  
91€ payable directly to the Museum in cash

- Visit to the Arenas of Lutèce

CLASS

10:15 AM Visit of Cluny Museum (unguided tour)  
91€ payable directly to the Museum in cash

- Visit to the Arenas of Lutèce

CLASS

Overnight at Mije Fauconnier

Meals: B D

## Tuesday, January 14

10:15 AM Depart for appointment to the Catacombes  
1 avenue du Colonel Rol-Tanguy  
75014 PARIS  
Subway: Denfert-Rochereau (lines 4 or 6)

10:15 AM Depart for appointment to the Catacombes  
1 avenue du Colonel Rol-Tanguy  
75014 PARIS  
Subway: Denfert-Rochereau (lines 4 or 6)

10:30 AM Visit the Catacombs (unguided)  
40€ payable directly to the Catacombes in cash

CLASS

10:30 AM Visit the Catacombs (unguided)  
40€ payable directly to the Catacombes in cash

CLASS

Overnight at Mije Fauconnier

Meals: B D

**Fellowship Travel International**

10220 Timber Ridge Dr.

Ashland, VA 23005

Ph: (800) 235-9384 Fax: (800) 329-4384

[www.fellowship.com](http://www.fellowship.com)



# Final Trip Itinerary

**Organization:** Randolph-Macon College

**Contact:** Amy deGraff

**Date:** 05/08/2015

**TripCard #:** 56651

## Wednesday, January 15

8:00 AM Bound for Chablis by bus with the company Gilbert James (0033.1.46.80.45.05), arrival around 10h30a.m  
Cave du Connaisseur  
Rue des Moulins  
Phone number : 0033.3.86.42.87.15

8:00 AM Bound for Chablis by bus with the company Gilbert James (0033.1.46.80.45.05), arrival around 10h30a.m  
Cave du Connaisseur  
Rue des Moulins  
Phone number : 0033.3.86.42.87.15

11:00 AM Guided tour of the vineyard and tasting in english

11:00 AM Guided tour of the vineyard and tasting in english

1:00 PM Free time for Lunch

1:00 PM Free time for Lunch

3:00 PM Return to Paris

3:00 PM Return to Paris

Overnight at Mije Fauconnier

Meals: B D

## Thursday, January 16

8:00 AM Bound for the Mont Saint Michel by bus with the company Gilbert James, arrival around 1:30pm.  
Take the courtesy bus to meet the guide Mrs De Penfentenyo Bénédicte at the Abbaye "point accueil  
salle des maquettes".

8:00 AM Bound for the Mont Saint Michel by bus with the company Gilbert James, arrival around 1:30pm.  
Take the courtesy bus to meet the guide Mrs De Penfentenyo Bénédicte at the Abbaye "point accueil  
salle des maquettes".

3:00 PM Guided tour of the Mont Saint Michel in English  
300€ payable directly to the Abbaye in cash  
Reservation: TM08943\*01

3:00 PM Guided tour of the Mont Saint Michel in English  
300€ payable directly to the Abbaye in cash  
Reservation: TM08943\*01

<u>Hotel Property</u>	<u>City</u>	<u>Check In</u>	<u>Room Type</u>	<u>Check Out</u>
Centre Patrick Varangot	Saint Malo	5:00 PM	Multi Bedded	Fri., Jan. 17 - 11:00 AM

**Description:** 37 avenue du RP Umbricht; Non-Smoking

**Contact Info:** 0033.2.99.40.29.80

5:30 PM Depart for youth hostel

5:30 PM Depart for youth hostel

7:30 PM Dinner at youth hostel

7:30 PM Dinner at youth hostel

Meals: B D

**Fellowship Travel International**

10220 Timber Ridge Dr.

Ashland, VA 23005

Ph: (800) 235-9384 Fax: (800) 329-4384

[www.fellowship.com](http://www.fellowship.com)



**Organization:** Randolph-Macon College

**Contact:** Amy deGraff

**Date:** 05/08/2015

# Final Trip Itinerary

**TripCard #:** 56651

## Friday, January 17

6:30 AM Bound for Caen by bus

6:30 AM Bound for Caen by bus

9:00 AM Meet your guide Mrs Lemaître Monique (0033.6.88.45.68.92) to the Mémorial de Caen at Esplanade du Général Eisenhower.  
Guided tour of the Landing Beaches

9:00 AM Meet your guide Mrs Lemaître Monique (0033.6.88.45.68.92) to the Mémorial de Caen at Esplanade du Général Eisenhower.  
Guided tour of the Landing Beaches

1:00 PM Enjoy a packed lunch

1:00 PM Enjoy a packed lunch

1:30 PM Bound for Rouen

1:30 PM Bound for Rouen

5:00 PM guided tour of the Cathedral of Rouen in English

5:00 PM guided tour of the Cathedral of Rouen in English

6:00 PM Return to Paris

6:00 PM Return to Paris

**Hotel Property**

Maubuisson

**City**

Paris

**Check In**

7:00 PM

**Room Type**

Multi Bedded

**Check Out**

Wed., Jan. 29 - 11:00 AM

**Description:** 12, rue des Barres; Non-Smoking

8:00 PM Dinner at the cafeteria Autogrill- Aire de Morainvilliers

8:00 PM Dinner at the cafeteria Autogrill- Aire de Morainvilliers

10:30 PM Arrival at the youth hostel

10:30 PM Arrival at the youth hostel

Meals: B L D

## Saturday, January 18

Free Day

Free Day

Overnight at Maubuisson

Meals: B D

## Sunday, January 19

Free day

Free day

Overnight at Maubuisson

Meals: B D

**Fellowship Travel International**

10220 Timber Ridge Dr.

Ashland, VA 23005

Ph: (800) 235-9384 Fax: (800) 329-4384

[www.fellowship.com](http://www.fellowship.com)



**Organization:** Randolph-Macon College

**Contact:** Amy deGraff

**Date:** 05/08/2015

**TripCard #:** 56651

## Final Trip Itinerary

### Monday, January 20

9:15 AM Bound for Fontainebleau Castle by bus with the company Gilbert James

9:15 AM Bound for Fontainebleau Castle by bus with the company Gilbert James

11:15 AM Guided tour of the castle in English  
Reservation: D201300683

11:15 AM Guided tour of the castle in English  
Reservation: D201300683

12:45 PM Free time for lunch and to visit the gardens

12:45 PM Free time for lunch and to visit the gardens

6:00 PM Return to Paris

6:00 PM Return to Paris

Overnight at Maubuisson

Meals: B D

### Tuesday, January 21

Class and research day.

Class and research day.

Overnight at Maubuisson

Meals: B D

### Wednesday, January 22

10:30 AM Depart for appointment to the Versailles Castle  
Aile Nord des Ministres  
RER C Versailles Rive Gauche

10:30 AM Depart for appointment to the Versailles Castle  
Aile Nord des Ministres  
RER C Versailles Rive Gauche

11:30 AM Guided tour of the castle in English  
90€ payable directly to the Castle in cash  
Reservation: 2013-737124

Free afternoon

11:30 AM Guided tour of the castle in English  
90€ payable directly to the Castle in cash  
Reservation: 2013-737124

Free afternoon

Overnight at Maubuisson

Meals: B D

**Fellowship Travel International**

10220 Timber Ridge Dr.

Ashland, VA 23005

Ph: (800) 235-9384 Fax: (800) 329-4384

[www.fellowship.com](http://www.fellowship.com)



**Organization:** Randolph-Macon College

**Contact:** Amy deGraff

**Date:** 05/08/2015

**TripCard #:** 56651

## Final Trip Itinerary

### Thursday, January 23

10:00 AM Depart for appointment to the Carnavalet museum  
23 rue de Sévigné  
75003 PARIS  
Phone number: 0033.1.44.59.58.58

10:00 AM Depart for appointment to the Carnavalet museum  
23 rue de Sévigné  
75003 PARIS  
Phone number: 0033.1.44.59.58.58

10:30 AM Guided tour of the museum in English  
45€ payable directly to the Museum in cash

Free afternoon

10:30 AM Guided tour of the museum in English  
45€ payable directly to the Museum in cash

Free afternoon

Overnight at Maubuisson  
Meals: B D

### Friday, January 24

Activities to be announced

Activities to be announced

Overnight at Maubuisson

Meals: B D

### Saturday, January 25

10:00 AM Depart for appointment to the Louvre museum; meeting point under the Pyramide  
Hall Napoléon  
75001 PARIS  
Subway: Palais Royal-Musée du Louvre (line 1)

10:00 AM Depart for appointment to the Louvre museum; meeting point under the Pyramide  
Hall Napoléon  
75001 PARIS  
Subway: Palais Royal-Musée du Louvre (line 1)

10:30 AM Visit of the Louvre museum (unguided)  
100€ payable directly to the Museum in cash  
Booking number: 2013-1404350 (will need to be shown at reception)

CLASS

10:30 AM Visit of the Louvre museum (unguided)  
100€ payable directly to the Museum in cash  
Booking number: 2013-1404350 (will need to be shown at reception)

CLASS

Overnight at Maubuisson  
Meals: B D

**Fellowship Travel International**

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Ashland, VA 23005

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[www.fellowship.com](http://www.fellowship.com)



# Final Trip Itinerary

**Organization:** Randolph-Macon College

**Contact:** Amy deGraff

**Date:** 05/08/2015

**TripCard #:** 56651

## Sunday, January 26

- Visit to the Café Procope (the Enlightenment)
- Visit to the Café Procope (the Enlightenment)

Depart for the Histoire de la Médecine museum and visit (without guide)

12 rue de l'école de médecine

75006 PARIS

Subway: Odéon (line 4)

Phone number : 0033.1.76.53.16.93

Note: there is no actual appointment time for this visit; you can go whenever you like.

Depart for the Histoire de la Médecine museum and visit (without guide)

12 rue de l'école de médecine

75006 PARIS

Subway: Odéon (line 4)

Phone number : 0033.1.76.53.16.93

Note: there is no actual appointment time for this visit; you can go whenever you like.

Overnight at Maubuisson

Meals: B D

## Monday, January 27

Class visit to the Musée D' Orsay

Class visit to the Musée D' Orsay

Overnight at Maubuisson

Meals: B D

## Tuesday, January 28

Free day

Free day

Overnight at Maubuisson

Meals: B D

## Wednesday, January 29

6:30 AM Pick up at the youth hostel Maubuisson by a bus (company Art Renault Autocars : 0033.1.41.70.31.70) and transfer to the airport Charles de Gaulle.

6:30 AM Pick up at the youth hostel Maubuisson by a bus (company Art Renault Autocars : 0033.1.41.70.31.70) and transfer to the airport Charles de Gaulle.

<b>Flight</b>	<b>Departure</b>	<b>Time</b>	<b>Arrival</b>	<b>Time</b>
DL #185 Delta Airlines	Charles De Gaulle Paris	10:40 AM	John F Kennedy New York	1:25 PM
DL #2973 Delta Airlines	John F Kennedy New York	3:30 PM	Richmond Intl Richmond	5:16 PM
Operated By:	SUBSIDIARY			

## Inclusions

- Roundtrip International Airfare from Richmond
- Accommodation in youth hostels MIJE
- Breakfasts (Served from 7:30am- 10am)

**Fellowship Travel International**

10220 Timber Ridge Dr.

Ashland, VA 23005

Ph: (800) 235-9384 Fax: (800) 329-4384

[www.fellowship.com](http://www.fellowship.com)



# Final Trip Itinerary

**Organization:** Randolph-Macon College

**Contact:** Amy deGraff

**Date:** 05/08/2015

**TripCard #:** 56651

- Dinners in the MIJE cafeteria Fourcy (8:30pm, 6 rue de Fourcy)
- 1 packed lunch
- 1 night in full board in a youth hostel in Normandie
- City tax Paris
- Cruise on the Seine
- Transfer by bus airport/youth hostel and return
- Entrance for Catacombs (fee to be paid in person)
- Entrance for Cluny Museum (without guide; fee to be paid in person)
- Entrance for Sainte Chapelle and Conciergerie (without guide; fee to be paid in person)
- Entrance for Abbey of Mont Saint Michel (with guide; fee to be paid in person)
- Entrance for Rouen Cathedral (with guide)
- Entrance for Museum of Medical History (without guide)
- Entrance for Fontainebleau castle (with guide)
- Entrance for Louvre museum (without guide; fee to be paid in person)
- Entrance for Carnavalet museum (with guide; fee to be paid in person)
- Entrance for the Versailles Castle (with guide; fee to be paid in person)
- Bus transportation for Château de Fontainebleau and 2 days in Normandie
- Reservation fees
- Insurance MAIF-IMA
- Membership fee for the year 2014 : 54 €

## Exclusions

- Metro and bus in paris
- Lunches (except the Thursday 17th)
- Gratuities for bus drivers
- Any items of a personal nature
- Lunches except Thursday 17th and Thursday 23rd

**Fellowship Travel International**

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Ashland, VA 23005

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# Final Trip Itinerary

Organization: Randolph-Macon College

Contact: Amy deGraff

Date: 05/08/2015

TripCard #: 56651

## Itinerary for Frees for Amy & Anne

Note: B = Breakfast, L = Lunch, D = Dinner

### Wednesday, January 08

<u>Flight</u>	<u>Departure</u>	<u>Time</u>	<u>Arrival</u>	<u>Time</u>
DL #3518	Richmond Intl	12:30 PM	John F Kennedy	1:56 PM
Delta Airlines	Richmond		New York	
Operated By:	SUBSIDIARY			
DL #400	John F Kennedy	7:10 PM	Charles De Gaulle	8:35 AM, Jan 9
Delta Airlines	New York		Paris	

### Thursday, January 09

9:00 AM Pick up at the airport by bus company Art Regnault Autocars and transfer to the youth hostel.

After a short class upon arrival, the remainder of the day is free.

9:00 AM Pick up at the airport by bus company Art Regnault Autocars and transfer to the youth hostel.

After a short class upon arrival, the remainder of the day is free.

<u>Hotel Property</u>	<u>City</u>	<u>Check In</u>	<u>Room Type</u>	<u>Check Out</u>
Mije Fauconnier	Paris	3:00 PM	Multi Bedded	Thu., Jan. 16 - 11:00 AM

**Description:** 11 rue du Fauconnier 75004 PARIS; Non-Smoking

**Contact Info:** 01.42.74.23.45

Meals: D

### Friday, January 10

10:10 AM Depart for appointment to the Bateaux Parisiens  
Next to the Eiffel Tower, on the Rive gauche  
Port de la Bourdonnais  
75007 PARIS  
Subway: Bir Hakeim, Trocadero (line 6)

10:10 AM Depart for appointment to the Bateaux Parisiens  
Next to the Eiffel Tower, on the Rive gauche  
Port de la Bourdonnais  
75007 PARIS  
Subway: Bir Hakeim, Trocadero (line 6)

10:30 AM Cruise on the Seine

After a short class upon arrival, the remainder of the day is free.

10:30 AM Cruise on the Seine

After a short class upon arrival, the remainder of the day is free.

Overnight at Mije Fauconnier

Meals: B D

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# Final Trip Itinerary

**Organization:** Randolph-Macon College

**Contact:** Amy deGraff

**Date:** 05/08/2015

**TripCard #:** 56651

## Saturday, January 11

- Visit to Archeological Crypt
- Visit to Medieval Wall of Phillippe Auguste

### CLASS

- Visit to Archeological Crypt
- Visit to Medieval Wall of Phillippe Auguste

### CLASS

Overnight at Mije Fauconnier

Meals: B D

## Sunday, January 12

10:00 AM Depart for appointment to the Sainte Chapelle  
8 boulevard du Palais  
Subway: Cité (line 4)

10:00 AM Depart for appointment to the Sainte Chapelle  
8 boulevard du Palais  
Subway: Cité (line 4)

10:15 AM Visit of the Sainte Chapelle (unguided tour)  
79€ payable directly to the Sainte Chapelle in cash  
Reservation: TS10491\*01

- Visit to Notre Dame for Mass at 11:30
- Visit to Relequary

### CLASS

10:15 AM Visit of the Sainte Chapelle (unguided tour)  
79€ payable directly to the Sainte Chapelle in cash  
Reservation: TS10491\*01

- Visit to Notre Dame for Mass at 11:30
- Visit to Relequary

### CLASS

Overnight at Mije Fauconnier

Meals: B D

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**Organization:** Randolph-Macon College

**Contact:** Amy deGraff

**Date:** 05/08/2015

**TripCard #:** 56651

# Final Trip Itinerary

## Monday, January 13

10:00 AM Depart for appointment to the Moyen Age museum  
6 place Paul Painlevé  
75005 PARIS  
Subway: Cluny, Odéon, Saint Michel (line 10)

10:00 AM Depart for appointment to the Moyen Age museum  
6 place Paul Painlevé  
75005 PARIS  
Subway: Cluny, Odéon, Saint Michel (line 10)

10:15 AM Visit of Cluny Museum (unguided tour)  
91€ payable directly to the Museum in cash

- Visit to the Arenas of Lutèce

CLASS

10:15 AM Visit of Cluny Museum (unguided tour)  
91€ payable directly to the Museum in cash

- Visit to the Arenas of Lutèce

CLASS

Overnight at Mije Fauconnier

Meals: B D

## Tuesday, January 14

10:15 AM Depart for appointment to the Catacombes  
1 avenue du Colonel Rol-Tanguy  
75014 PARIS  
Subway: Denfert-Rochereau (lines 4 or 6)

10:15 AM Depart for appointment to the Catacombes  
1 avenue du Colonel Rol-Tanguy  
75014 PARIS  
Subway: Denfert-Rochereau (lines 4 or 6)

10:30 AM Visit the Catacombs (unguided)  
40€ payable directly to the Catacombes in cash

CLASS

10:30 AM Visit the Catacombs (unguided)  
40€ payable directly to the Catacombes in cash

CLASS

Overnight at Mije Fauconnier

Meals: B D

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# Final Trip Itinerary

**Organization:** Randolph-Macon College

**Contact:** Amy deGraff

**Date:** 05/08/2015

**TripCard #:** 56651

## Wednesday, January 15

8:00 AM Bound for Chablis by bus with the company Gilbert James (0033.1.46.80.45.05), arrival around 10h30a.m  
Cave du Connaisseur  
Rue des Moulins  
Phone number : 0033.3.86.42.87.15

8:00 AM Bound for Chablis by bus with the company Gilbert James (0033.1.46.80.45.05), arrival around 10h30a.m  
Cave du Connaisseur  
Rue des Moulins  
Phone number : 0033.3.86.42.87.15

11:00 AM Guided tour of the vineyard and tasting in english

11:00 AM Guided tour of the vineyard and tasting in english

1:00 PM Free time for Lunch

1:00 PM Free time for Lunch

3:00 PM Return to Paris

3:00 PM Return to Paris

Overnight at Mije Fauconnier

Meals: B D

## Thursday, January 16

8:00 AM Bound for the Mont Saint Michel by bus with the company Gilbert James, arrival around 1:30pm.  
Take the courtesy bus to meet the guide Mrs De Penfentenyo Bénédicte at the Abbaye "point accueil  
salle des maquettes".

8:00 AM Bound for the Mont Saint Michel by bus with the company Gilbert James, arrival around 1:30pm.  
Take the courtesy bus to meet the guide Mrs De Penfentenyo Bénédicte at the Abbaye "point accueil  
salle des maquettes".

3:00 PM Guided tour of the Mont Saint Michel in English  
300€ payable directly to the Abbaye in cash  
Reservation: TM08943\*01

3:00 PM Guided tour of the Mont Saint Michel in English  
300€ payable directly to the Abbaye in cash  
Reservation: TM08943\*01

<u>Hotel Property</u>	<u>City</u>	<u>Check In</u>	<u>Room Type</u>	<u>Check Out</u>
Centre Patrick Varangot	Saint Malo	5:00 PM	Multi Bedded	Fri., Jan. 17 - 11:00 AM

**Description:** 37 avenue du RP Umbricht; Non-Smoking

**Contact Info:** 0033.2.99.40.29.80

5:30 PM Depart for youth hostel

5:30 PM Depart for youth hostel

7:30 PM Dinner at youth hostel

7:30 PM Dinner at youth hostel

Meals: B D

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# Final Trip Itinerary

**Organization:** Randolph-Macon College

**Contact:** Amy deGraff

**Date:** 05/08/2015

**TripCard #:** 56651

## Friday, January 17

6:30 AM Bound for Caen by bus

6:30 AM Bound for Caen by bus

9:00 AM Meet your guide Mrs Lemaître Monique (0033.6.88.45.68.92) to the Mémorial de Caen at Esplanade du Général Eisenhower.  
Guided tour of the Landing Beaches

9:00 AM Meet your guide Mrs Lemaître Monique (0033.6.88.45.68.92) to the Mémorial de Caen at Esplanade du Général Eisenhower.  
Guided tour of the Landing Beaches

1:00 PM Enjoy a packed lunch

1:00 PM Enjoy a packed lunch

1:30 PM Bound for Rouen

1:30 PM Bound for Rouen

5:00 PM guided tour of the Cathedral of Rouen in English

5:00 PM guided tour of the Cathedral of Rouen in English

6:00 PM Return to Paris

6:00 PM Return to Paris

### Hotel Property

Maubuisson

### City

Paris

### Check In

7:00 PM

### Room Type

Multi Bedded

### Check Out

Wed., Jan. 29 - 11:00 AM

**Description:** 12, rue des Barres; Non-Smoking

8:00 PM Dinner at the cafeteria Autogrill- Aire de Morainvilliers

8:00 PM Dinner at the cafeteria Autogrill- Aire de Morainvilliers

10:30 PM Arrival at the youth hostel

10:30 PM Arrival at the youth hostel

Meals: B L D

## Saturday, January 18

Free Day

Free Day

Overnight at Maubuisson

Meals: B D

## Sunday, January 19

Free day

Free day

Overnight at Maubuisson

Meals: B D

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**Organization:** Randolph-Macon College

**Contact:** Amy deGraff

**Date:** 05/08/2015

**TripCard #:** 56651

## Final Trip Itinerary

### Monday, January 20

9:15 AM Bound for Fontainebleau Castle by bus with the company Gilbert James

9:15 AM Bound for Fontainebleau Castle by bus with the company Gilbert James

11:15 AM Guided tour of the castle in English  
Reservation: D201300683

11:15 AM Guided tour of the castle in English  
Reservation: D201300683

12:45 PM Free time for lunch and to visit the gardens

12:45 PM Free time for lunch and to visit the gardens

6:00 PM Return to Paris

6:00 PM Return to Paris

Overnight at Maubuisson

Meals: B D

### Tuesday, January 21

Class and research day.

Class and research day.

Overnight at Maubuisson

Meals: B D

### Wednesday, January 22

10:30 AM Depart for appointment to the Versailles Castle  
Aile Nord des Ministres  
RER C Versailles Rive Gauche

10:30 AM Depart for appointment to the Versailles Castle  
Aile Nord des Ministres  
RER C Versailles Rive Gauche

11:30 AM Guided tour of the castle in English  
90€ payable directly to the Castle in cash  
Reservation: 2013-737124

Free afternoon

11:30 AM Guided tour of the castle in English  
90€ payable directly to the Castle in cash  
Reservation: 2013-737124

Free afternoon

Overnight at Maubuisson

Meals: B D

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**Organization:** Randolph-Macon College

**Contact:** Amy deGraff

**Date:** 05/08/2015

**TripCard #:** 56651

# Final Trip Itinerary

## Thursday, January 23

10:00 AM Depart for appointment to the Carnavalet museum  
23 rue de Sévigné  
75003 PARIS  
Phone number: 0033.1.44.59.58.58

10:00 AM Depart for appointment to the Carnavalet museum  
23 rue de Sévigné  
75003 PARIS  
Phone number: 0033.1.44.59.58.58

10:30 AM Guided tour of the museum in English  
45€ payable directly to the Museum in cash

Free afternoon

10:30 AM Guided tour of the museum in English  
45€ payable directly to the Museum in cash

Free afternoon

Overnight at Maubuisson  
Meals: B D

## Friday, January 24

Activities to be announced

Activities to be announced

Overnight at Maubuisson

Meals: B D

## Saturday, January 25

10:00 AM Depart for appointment to the Louvre museum; meeting point under the Pyramide  
Hall Napoléon  
75001 PARIS  
Subway: Palais Royal-Musée du Louvre (line 1)

10:00 AM Depart for appointment to the Louvre museum; meeting point under the Pyramide  
Hall Napoléon  
75001 PARIS  
Subway: Palais Royal-Musée du Louvre (line 1)

10:30 AM Visit of the Louvre museum (unguided)  
100€ payable directly to the Museum in cash  
Booking number: 2013-1404350 (will need to be shown at reception)

CLASS

10:30 AM Visit of the Louvre museum (unguided)  
100€ payable directly to the Museum in cash  
Booking number: 2013-1404350 (will need to be shown at reception)

CLASS

Overnight at Maubuisson  
Meals: B D

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# Final Trip Itinerary

**Organization:** Randolph-Macon College

**Contact:** Amy deGraff

**Date:** 05/08/2015

**TripCard #:** 56651

## Sunday, January 26

- Visit to the Café Procope (the Enlightenment)
- Visit to the Café Procope (the Enlightenment)

Depart for the Histoire de la Médecine museum and visit (without guide)

12 rue de l'école de médecine

75006 PARIS

Subway: Odéon (line 4)

Phone number : 0033.1.76.53.16.93

Note: there is no actual appointment time for this visit; you can go whenever you like.

Depart for the Histoire de la Médecine museum and visit (without guide)

12 rue de l'école de médecine

75006 PARIS

Subway: Odéon (line 4)

Phone number : 0033.1.76.53.16.93

Note: there is no actual appointment time for this visit; you can go whenever you like.

Overnight at Maubuisson

Meals: B D

## Monday, January 27

Class visit to the Musée D' Orsay

Class visit to the Musée D' Orsay

Overnight at Maubuisson

Meals: B D

## Tuesday, January 28

Free day

Free day

Overnight at Maubuisson

Meals: B D

## Wednesday, January 29

6:30 AM Pick up at the youth hostel Maubuisson by a bus (company Art Renault Autocars : 0033.1.41.70.31.70) and transfer to the airport Charles de Gaulle.

6:30 AM Pick up at the youth hostel Maubuisson by a bus (company Art Renault Autocars : 0033.1.41.70.31.70) and transfer to the airport Charles de Gaulle.

<b>Flight</b>	<b>Departure</b>	<b>Time</b>	<b>Arrival</b>	<b>Time</b>
DL #185 Delta Airlines	Charles De Gaulle Paris	10:40 AM	John F Kennedy New York	1:25 PM
DL #2973 Delta Airlines	John F Kennedy New York	3:30 PM	Richmond Intl Richmond	5:16 PM
Operated By:	SUBSIDIARY			

## Inclusions

- Roundtrip International Airfare from Richmond
- Accommodation in youth hostels MIJE
- Breakfasts (Served from 7:30am- 10am)

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# Final Trip Itinerary

**Organization:** Randolph-Macon College

**Contact:** Amy deGraff

**Date:** 05/08/2015

**TripCard #:** 56651

- Dinners in the MIJE cafeteria Fourcy (8:30pm, 6 rue de Fourcy)
- 1 packed lunch
- 1 night in full board in a youth hostel in Normandie
- City tax Paris
- Cruise on the Seine
- Transfer by bus airport/youth hostel and return
- Entrance for Catacombs (fee to be paid in person)
- Entrance for Cluny Museum (without guide; fee to be paid in person)
- Entrance for Sainte Chapelle and Conciergerie (without guide; fee to be paid in person)
- Entrance for Abbey of Mont Saint Michel (with guide; fee to be paid in person)
- Entrance for Rouen Cathedral (with guide)
- Entrance for Museum of Medical History (without guide)
- Entrance for Fontainebleau castle (with guide)
- Entrance for Louvre museum (without guide; fee to be paid in person)
- Entrance for Carnavalet museum (with guide; fee to be paid in person)
- Entrance for the Versailles Castle (with guide; fee to be paid in person)
- Bus transportation for Château de Fontainebleau and 2 days in Normandie
- Reservation fees
- Insurance MAIF-IMA
- Membership fee for the year 2014 : 54 €

## Exclusions

- Metro and bus in paris
- Lunches (except the Thursday 17th)
- Gratuities for bus drivers
- Any items of a personal nature
- Lunches except Thursday 17th and Thursday 23rd

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# Final Trip Itinerary

**Organization:** University of Northern Iowa  
**Contact:** Charity Eckhardt  
**Date:** 05/08/2015

**TripCard #:** 62969

## Itinerary for Four Country Program

Note: B = Breakfast, L = Lunch, D = Dinner

### Monday, May 11

11:00 AM Dr. Catherine Louise Zehman arrives into London and is transferred to the Mercure London Heathrow.  
• Voucher for overnight included; Present voucher upon arrival.  
• Will collect all vouchers for London hotel and Hop-on-hop-off bus tour as well as welcome letters for tour leaders.

10:00 PM Main group departs from Minneapolis for overnight flight to London.

### Tuesday, May 12 Arrival in London

1:00 PM You will be met at the airport upon arrival and transferred to your youth hostel.

<u>Hotel Property</u>	<u>City</u>	<u>Check In</u>	<u>Room Type</u>	<u>Check Out</u>
Generator Hostel	London	2:00 PM	Multi Bedded	Thu., May. 14 - 11:00 AM

**Description:** 1 single room, 1 triple room, 3 quads and 1 6 bedded room; 37 Tavistock Place London WC1H 9SE; Non-Smoking

**Contact Info:**

<http://generatorhostels.com/en/destinations/london/?gclid=CMr6tl-gisQCFZQvgQodXDcA3g>

, +44 (0) 20 73 88 76 66

7:00 PM Enjoy a 3 course dinner at Denise's Restaurant.  
79 Southampton Row, London, WC1 4ET. Tel: + 44 207 436 1562  
Menu: Mediterranean salad, Chicken basque served with mushroom sauce and potatoes, Crepe with chocolate sauce

Meals: D

### Wednesday, May 13 London- Stonehenge



7:00 AM Breakfast at the hostel.

9:00 AM This morning you can enjoy your 48 hour hop-on-hop-off sightseeing in London.  
• Payment by voucher. Voucher will be exchanged for the tickets on the bus.  
• Nearest stop: Woburn Place in Russell Square

7:30 PM Make your way to Liverpool Street for Jack The Ripper walking tour.  
Meeting point: Outside Caffè Nero, 2 Bishopsgate Arcade, Bishopsgate (exit Liverpool Street station by the Bishopsgate West Exit, as you reach street level turn to the left and you will see Caffè Nero on a raised area, and your guide will be waiting outside the café)

Overnight at Generator Hostel

Meals: B

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# Final Trip Itinerary

**Organization:** University of Northern Iowa

**Contact:** Charity Eckhardt

**Date:** 05/08/2015

**TripCard #:** 62969

## Thursday, May 14 London- Budapest

7:00 AM Breakfast at the hotel.

9:00 AM Enjoy the second day of hour hop-on-hop-off sightseeing.

5:00 PM Head to the airport by pre-arranged coach for your evening flight to Budapest. Coach reference #: 18788.

11:00 PM Airport assistant and local coach to meet group at Budapest Terminal 2B arrivals hall for transfer to the hostel.

<u>Hotel Property</u>	<u>City</u>	<u>Check In</u>	<u>Room Type</u>	<u>Check Out</u>
Marco Polo Hostel	Budapest	11:55 PM	Multi Bedded	Sat., May. 16 - 11:00 AM

**Description:** 2 single rooms for leaders, 2 triple rooms for males, 2 triples, 1 quad and 1 5 bedded room for females; Budapest, Nyar u. 6, 1072 Hungary; Non-Smoking

**Contact Info:** <http://marcopolohostel.com/>, +36 (1) 413 2555

**Confirmation #:** 61197

Meals: B

## Friday, May 15 Budapest



7:00 AM Breakfast at the hotel.

9:00 AM Meet your guide in the lobby for a full-day sightseeing tour of Budapest.

Overnight at Marco Polo Hostel

Meals: B

## Saturday, May 16 Budapest- Cluj

**Note:** Today we have no services confirmed for your group, however, you will need to have arranged a transfer from Budapest to Cluj and Cluj to Bran.

Meals: B

## Sunday, May 17 Cluj

No services by FTI.

Meals: B

## Monday, May 18 Cluj

No services by FTI.

Meals: B

## Tuesday, May 19 Cluj

No services by FTI.

Meals: B

## Wednesday, May 20 Cluj

No services by FTI.

Meals: B

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# Final Trip Itinerary

**Organization:** University of Northern Iowa

**Contact:** Charity Eckhardt

**Date:** 05/08/2015

**TripCard #:** 62969

## Thursday, May 21 Cluj

No services by FTI.

Meals: B

## Friday, May 22 Cluj

No services by FTI.

Meals: B

## Saturday, May 23 Cluj

No services by FTI.

Meals: B

## Sunday, May 24 Cluj

No services by FTI.

**Note:** You will arrive at your Bran hotel this evening; hotel arrangements were made independently.

## Monday, May 25 Cluj- Bran- Bransko

11:30 AM This morning, board a coach for your visit to Bran Castle.

12:00 PM Tour Bran Castle.  
• Please bring student ID to present at the entrance.

1:30 PM Depart Bran Castle for your transfer to Bansko via private coach.

<u>Hotel Property</u>	<u>City</u>	<u>Check In</u>	<u>Room Type</u>	<u>Check Out</u>
Hotel Star Park Gardena	Bansko	10:30 PM	Twin	Tue., May. 26 - 11:00 AM

**Description:** 2 single rooms for leaders, 9 twin rooms and 1 triple room; 72 Tzar Simeon Street Bansko, 2770, Bulgaria; Non-Smoking

**Contact Info:** <http://www.parkhotelgardenia.com/?lng=en>, Tel: +359 749 86900

## Tuesday, May 26 Bransko- Katerini

8:00 AM Breakfast at the hotel.

9:00 AM Transfer from Bansko to Katerini via Promachonas.

11:30 AM You will need to change buses at the border crossing in Promachonas.

<u>Hotel Property</u>	<u>City</u>	<u>Check In</u>	<u>Room Type</u>	<u>Check Out</u>
Hotel Konstantin	Katerini	3:00 PM	Twin	Sun., May. 31 - 11:00 AM

**Description:** Double occupancy in standard twin rooms. ; Ag.Nikolaou 52, 60100 Paralia Pieria, Katerini, Greece; Non-Smoking

**Contact Info:** <http://www.hotel-konstantin.gr/en/main.html>, +30 23510 61561

7:00 PM Enjoy a 3 course dinner at the hotel this evening.

Meals: B D

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**Organization:** University of Northern Iowa

**Contact:** Charity Eckhardt

**Date:** 05/08/2015

# Final Trip Itinerary

**TripCard #:** 62969

## Wednesday, May 27 Katerini

7:00 AM Breakfast at the hotel.

7:30 AM Depart for your full-day guided tour of Meteora, visiting 2 monasteries.  
10:15AM Guided visit of Meteora.

1:30 PM Return to hotel.

6:30 PM Enjoy a 3-course dinner at the hotel.

Overnight at Hotel Konstantin

Meals: B D

## Thursday, May 28 Katerini- Dion- Macedonia

7:30 AM Continental breakfast the hotel.

8:00 AM Meet your guide for a full-day excursion to Dion and Vergina.

8:30 AM Visit Dion archaeological park and museum.

12:30 PM Visit Vergina tombs and museum of Aigai.

6:30 PM Dinner at hotel restaurant.

Overnight at Hotel Konstantin

Meals: B D

## Friday, May 29 Katerini

7:30 AM Continental breakfast at the hotel then a full day free at your leisure.  
6:30PM Dinner at the hotel restaurant.

Overnight at Hotel Konstantin

Meals: B D

## Saturday, May 30 Katerini

7:30 AM Continental breakfast the hotel.

9:00 AM Board the coach for a full-day guided excursion to Mt. Olympus.

3:00 PM Depart for Katerini.

6:30 PM Dinner at the hotel.

Overnight at Hotel Konstantin

Meals: B D

## Sunday, May 31 Katerini- Athens

7:30 AM Continental breakfast the hotel.

9:00 AM Check out of your hotel and transfer by coach to Athens.

4:00 PM Arrive in Athens and check-in to Amerivan College of Greece.

Meals: B

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[www.fellowship.com](http://www.fellowship.com)



**Organization:** University of Northern Iowa

**Contact:** Charity Eckhardt

**Date:** 05/08/2015

# Final Trip Itinerary

**TripCard #:** 62969

## Monday, June 01 Athens



- 8:00 AM Depart for your full day guided tour of Athens
- 9:00 AM Visit Acropolis Museum.
- 11:30 AM Visit Acropolis- Parthenon, the Temple of Wingless Victory, The Propylea and the Erechtheum with its peerless Porch of Maidens.  
03:00PM: Return to the American College of Athens.

## Tuesday, June 02 Athens

- 6:30 AM Meet your driver in the lobby to transfer to the Marina Zeas pier for your one day cruise.
- 8:00 AM Sail to the islands of Hydra, Aegina & Poros with stops at each island.
- 7:30 PM Arrive at Flisvos Port and transfer back to the American College.
- Meals: L

## Wednesday, June 03 Athens

- 8:00 AM Depart for a full-day guided excursion to Argolis.
- 9:45 AM Arrive at Corinth and tour the Old City.
- 11:45 AM Depart to Nafplion.
- 1:00 PM In Nafplion, enjoy a panoramic sightseeing tour of the town.
- 2:00 PM Continue onto Epidaurus and visit the Sanctuary of Asklepios.
- 4:30 PM Return to Athens.

## Thursday, June 04

- 9:00 AM Depart for a full-day guided excursion to Lavrio, Sounio and Kavouri.
- 10:00 AM Panoramic Sightseeing of Lavrio including the port, the ancient theatre of Thoricon and old residential and public mansions.
- 11:00 AM Continue onto Sounio.
- 11:30 AM Visit the Temple of Poseidon upon arrival to Sounio.
  - Includes entrance to Sounio Temple of Poseidon.
- 12:30 PM Continue to Kavouri for a panoramic tour.
- 2:30 PM Return to Athens.

## Friday, June 05 Depart Athens

- 4:00 AM Board transfer to the airport for your return flight home.
- 6:30 AM Depart from Athens to Paris.

## Inclusions

### Fellowship Travel International

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# Final Trip Itinerary

**Organization:** University of Northern Iowa

**Contact:** Charity Eckhardt

**Date:** 05/08/2015

**TripCard #:** 62969

- Transfers per itinerary
- Accommodations per itinerary
- Meals per itinerary
- Touring per itinerary
- 48 hour hop on/ hop off tickets in London
- Entrance fees for: Bran Castle, Meteora Monastery, Dion Museum, Vergina Tombs, Acropolis, Acropolis Museum, Corinth, Epidauros, Temple of Poseidon
- 1 day Greek cruise

## Exclusions

- Gratuities for drivers, guides, porters, etc.
- Transfers to and from Cluj
- All arrangements in Cluj
- Accommodations in Athens
- Any items of a personal nature
- Anything not mentioned under Inclusions or in the itinerary

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# Final Trip Itinerary

**Organization:** University of Northern Iowa

**Contact:** Charity Eckhardt

**Date:** 05/08/2015

**TripCard #:** 62969

## Itinerary for British Airways

**Thursday, May 14**

<u>Flight</u>	<u>Departure</u>	<u>Time</u>	<u>Arrival</u>	<u>Time</u>
BA #870 British Airways P.L.C.	Heathrow London	8:35 PM	Ferihegy Budapest	11:55 PM

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# Trip Statement

Organization: Name of organization

Contact: Name of group leader

Statement #: XXXXXXXXX

Date: 03/31/2015

TripCard #: XXXXX

## Financial Statement

### Payment Information

	<u>Amount</u>	<u>Amount with 3%*</u>	<u>Due</u>
<b>Minimum Payment</b>	\$2,700.00	\$2,781.00	4/3/15
<b>Balance</b>	\$50,860.20	\$52,386.01	6/2/15

Note: Please reference the TripCard # to ensure the funds are applied to the appropriate account.

\* A 3% conversion fee will apply if paying by credit card.

### Services

Description		Fare	Tax	Fuel	Unit Total	Qty	Total
Raleigh Passengers	<a href="#">See Itinerary</a>	\$1,215.00	\$91.90	\$350.00	\$1,656.90	2	\$3,313.80
Kansas City Passengers	<a href="#">See Itinerary</a>	\$1,613.00	\$91.90	\$350.00	\$2,054.90	1	\$2,054.90
Atlanta Passengers	<a href="#">See Itinerary</a>	\$1,386.00	\$91.90	\$350.00	\$1,827.90	2	\$3,655.80
Greenville Passengers	<a href="#">See Itinerary</a>	\$1,495.00	\$87.40	\$350.00	\$1,932.40	4	\$7,729.60
Philly Passengers	<a href="#">See Itinerary</a>	\$1,352.00	\$91.90	\$350.00	\$1,793.90	10	\$17,939.00
LAX passenger	<a href="#">See Itinerary</a>	\$1,451.00	\$92.10	\$350.00	\$1,893.10	1	\$1,893.10
Roanoke Passenger	<a href="#">See Itinerary</a>	\$1,628.00	\$96.50	\$350.00	\$2,074.50	2	\$4,149.00
Portland Passenger	<a href="#">See Itinerary</a>	\$1,595.00	\$92.00	\$350.00	\$2,037.00	1	\$2,037.00
additonal Philly seats	<a href="#">See Itinerary</a>	\$1,580.00	\$92.00	\$350.00	\$2,022.00	4	\$8,088.00
<b>Services subtotal:</b>							<b>\$50,860.20</b>

### Payments

Payment Date	Method	Amount
No payments		
<b>Payments subtotal:</b>		<b>\$0.00</b>

### Important Notes

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# Trip Statement

**Organization:** Name of organization

**Contact:** Name of group leader

**Statement #:** XXXXXXXXXX

**Date:** 03/31/2015

**TripCard #:** XXXXX

## Travel Insurance

●Please note that you have not purchased travel insurance.

## Payments

- Pay online at [www.fellowship.com](http://www.fellowship.com).
- If mailing your payment, please use the address shown below.
- Some services may be based on foreign currencies. These charges have been converted to US dollars for the purpose of providing you a US dollar rate at the time this statement was issued. Should a fluctuation of more than 3% in the exchange rate occur, we reserve the right to adjust the final price accordingly.

## Ticketing

●**Taxes are subject to change until tickets are issued.** If payment is not received by Fellowship Travel within one (1) business day of the statement date, please contact your agent prior to sending payment to verify the tax amount.

## Baggage

- In addition to standard baggage fees, some airlines may also impose embargoes on non-standard size & weight containers (boxes, duffel bags, etc.) & may not accept such items at flight time.
- In all cases, your Fellowship Travel agent will attempt to assist you if you have questions. However, the final agreement for air ticket & baggage allowances is between the airline & passenger. Fellowship Travel, as an agent for you & the carrier, disclaims responsibility or liability for changes in allowances.
- If your reservations include hotels, ships, or coaches, there may be additional costs for transportation & portage of more than one piece of baggage.
- Please visit <http://bags.amadeus.com> to determine the baggage policies for each of your tickets or ask your travel agent.

Schedules are subject to change. We will inform you of any changes the airline/supplier makes as soon as we are informed. However, it is still possible that the itinerary shown below may not match the ticketed schedule or final flight schedule on the day of travel.

Always make sure to review your tickets and itinerary when you receive them to check for any changes that may have occurred. The most current schedule that Fellowship Travel International can offer you is the schedule printed on your tickets.

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# Trip Statement

**Organization:** Name of organization

**Contact:** Name of group leader

**Statement #:** XXXXXXXXXX

**Date:** 03/31/2015

**TripCard #:** XXXXX

## Itinerary for Raleigh Passengers

### Thursday, July 09

<u>Flight</u>	<u>Departure</u>	<u>Time</u>	<u>Arrival</u>	<u>Time</u>
DL #5508	Raleigh Durham	9:30 AM	Detroit Metro	11:29 AM
Delta Airlines	Raleigh Durham		Detroit	
Operated By:	SUBSIDIARY			
DL #189	Detroit Metro	12:29 PM	Capital Apt	2:45 PM, Jul 10
Delta Airlines	Detroit		Beijing	

### Friday, July 10 - Sunday, July 26

Please contact your agent if you would like to add any additional services.

### Monday, July 27

<u>Flight</u>	<u>Departure</u>	<u>Time</u>	<u>Arrival</u>	<u>Time</u>
DL #188	Capital Apt	11:20 AM	Detroit Metro	12:51 PM
			Delta Airlines	Beijing
			Detroit	
DL #2274	Detroit Metro	2:20 PM	Raleigh Durham	3:59 PM
Delta Airlines	Detroit		Raleigh Durham	

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May 11, 2015

Melva A. H. Kishpaugh  
University of Mary Washington  
Procurement Services  
Eagle Village Executive Offices, Suite 480  
1125 Jefferson Davis Hwy.  
Fredericksburg, VA 22401

***Re: RFP 15-386 Customizable International Travel Services***

Dear Ms. Kishpaugh,

Enclosed, please find the signed copy of the RFP 15-386 Addendum 1, as well as a revised: Table of Contents, Attachment 4 and Attachment 5 – in printed and electronic formats.

Based on the information provided in the RFP Addendum Saturday, we are providing supplemental information, in addition to the signed RFP Addendum.

**RFP Section XI**

Note: We are a full-service travel agency that creates custom travel packages (including: flights, ground transportation, accommodations, meals, excursions, travel insurance, etc.). There are very few fixed fees (any FTI fees were outlined in our original proposal). Package prices are dependent on the specific services requested, number of passengers, dates of travel, etc. Therefore, we cannot provide pricing for a trip that has not yet been requested.

In this proposal addendum, however, we are providing pricing for the two sample itineraries we submitted with our original proposal. Please refer to the revised attachments 4 and 5 (Sample Itinerary/Statement A (TripCard #: 56651) and Sample Itinerary/Statement B (TripCard #: 62969).

Sincerely,

Thank you for your time,

A handwritten signature in black ink, appearing to read "Jeremy Lawhorn", is written over a light blue circular background.

Jeremy Lawhorn  
Vice President

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(800) 2-FLY-FTI



Date: 05/08/2015

TripCard #: 56651

# Final Trip Itinerary

## Itinerary for Air & Land to Paris

Note: B = Breakfast, L = Lunch, D = Dinner

### Wednesday, January 08

<u>Flight</u>	<u>Departure</u>	<u>Time</u>	<u>Arrival</u>	<u>Time</u>
DL #3518	Richmond Intl	12:30 PM	John F Kennedy	1:56 PM
Delta Airlines	Richmond		New York	
Operated By:	SUBSIDIARY			
DL #400	John F Kennedy	7:10 PM	Charles De Gaulle	8:35 AM, Jan 9
Delta Airlines	New York		Paris	

### Thursday, January 09

9:00 AM Pick up at the airport by bus company Art Regnault Autocars and transfer to the youth hostel.

After a short class upon arrival, the remainder of the day is free.

9:00 AM Pick up at the airport by bus company Art Regnault Autocars and transfer to the youth hostel.

After a short class upon arrival, the remainder of the day is free.

<u>Hotel Property</u>	<u>City</u>	<u>Check In</u>	<u>Room Type</u>	<u>Check Out</u>
Mije Fauconnier	Paris	3:00 PM	Multi Bedded	Thu., Jan. 16 - 11:00 AM

**Description:** 11 rue du Fauconnier 75004 PARIS; Non-Smoking

**Contact Info:** 01.42.74.23.45

Meals: D

### Friday, January 10

10:10 AM Depart for appointment to the Bateaux Parisiens  
Next to the Eiffel Tower, on the Rive gauche  
Port de la Bourdonnais  
75007 PARIS  
Subway: Bir Hakeim, Trocadero (line 6)

10:10 AM Depart for appointment to the Bateaux Parisiens  
Next to the Eiffel Tower, on the Rive gauche  
Port de la Bourdonnais  
75007 PARIS  
Subway: Bir Hakeim, Trocadero (line 6)

10:30 AM Cruise on the Seine

After a short class upon arrival, the remainder of the day is free.

10:30 AM Cruise on the Seine

After a short class upon arrival, the remainder of the day is free.

Overnight at Mije Fauconnier

Meals: B D

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 56651

## Saturday, January 11

- Visit to Archeological Crypt
- Visit to Medieval Wall of Phillipe Auguste

### CLASS

- Visit to Archeological Crypt
- Visit to Medieval Wall of Phillipe Auguste

### CLASS

Overnight at Mije Fauconnier

Meals: B D

## Sunday, January 12

10:00 AM Depart for appointment to the Sainte Chapelle  
8 boulevard du Palais  
Subway: Cité (line 4)

10:00 AM Depart for appointment to the Sainte Chapelle  
8 boulevard du Palais  
Subway: Cité (line 4)

10:15 AM Visit of the Sainte Chapelle (unguided tour)  
79€ payable directly to the Sainte Chapelle in cash  
Reservation: TS10491\*01

- Visit to Notre Dame for Mass at 11:30
- Visit to Relequary

### CLASS

10:15 AM Visit of the Sainte Chapelle (unguided tour)  
79€ payable directly to the Sainte Chapelle in cash  
Reservation: TS10491\*01

- Visit to Notre Dame for Mass at 11:30
- Visit to Relequary

### CLASS

Overnight at Mije Fauconnier

Meals: B D

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 56651

## Monday, January 13

10:00 AM Depart for appointment to the Moyen Age museum  
6 place Paul Painlevé  
75005 PARIS  
Subway: Cluny, Odéon, Saint Michel (line 10)

10:00 AM Depart for appointment to the Moyen Age museum  
6 place Paul Painlevé  
75005 PARIS  
Subway: Cluny, Odéon, Saint Michel (line 10)

10:15 AM Visit of Cluny Museum (unguided tour)  
91€ payable directly to the Museum in cash

- Visit to the Arenas of Lutèce

CLASS

10:15 AM Visit of Cluny Museum (unguided tour)  
91€ payable directly to the Museum in cash

- Visit to the Arenas of Lutèce

CLASS

Overnight at Mije Fauconnier

Meals: B D

## Tuesday, January 14

10:15 AM Depart for appointment to the Catacombes  
1 avenue du Colonel Rol-Tanguy  
75014 PARIS  
Subway: Denfert-Rochereau (lines 4 or 6)

10:15 AM Depart for appointment to the Catacombes  
1 avenue du Colonel Rol-Tanguy  
75014 PARIS  
Subway: Denfert-Rochereau (lines 4 or 6)

10:30 AM Visit the Catacombs (unguided)  
40€ payable directly to the Catacombes in cash

CLASS

10:30 AM Visit the Catacombs (unguided)  
40€ payable directly to the Catacombes in cash

CLASS

Overnight at Mije Fauconnier

Meals: B D

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 56651

## Wednesday, January 15

8:00 AM Bound for Chablis by bus with the company Gilbert James (0033.1.46.80.45.05), arrival around 10h30a.m  
Cave du Connaisseur  
Rue des Moulins  
Phone number : 0033.3.86.42.87.15

8:00 AM Bound for Chablis by bus with the company Gilbert James (0033.1.46.80.45.05), arrival around 10h30a.m  
Cave du Connaisseur  
Rue des Moulins  
Phone number : 0033.3.86.42.87.15

11:00 AM Guided tour of the vineyard and tasting in english

11:00 AM Guided tour of the vineyard and tasting in english

1:00 PM Free time for Lunch

1:00 PM Free time for Lunch

3:00 PM Return to Paris

3:00 PM Return to Paris

Overnight at Mije Fauconnier

Meals: B D

## Thursday, January 16

8:00 AM Bound for the Mont Saint Michel by bus with the company Gilbert James, arrival around 1:30pm.  
Take the courtesy bus to meet the guide Mrs De Penfentenyo Bénédicte at the Abbaye "point accueil  
salle des maquettes".

8:00 AM Bound for the Mont Saint Michel by bus with the company Gilbert James, arrival around 1:30pm.  
Take the courtesy bus to meet the guide Mrs De Penfentenyo Bénédicte at the Abbaye "point accueil  
salle des maquettes".

3:00 PM Guided tour of the Mont Saint Michel in English  
300€ payable directly to the Abbaye in cash  
Reservation: TM08943\*01

3:00 PM Guided tour of the Mont Saint Michel in English  
300€ payable directly to the Abbaye in cash  
Reservation: TM08943\*01

<u>Hotel Property</u>	<u>City</u>	<u>Check In</u>	<u>Room Type</u>	<u>Check Out</u>
Centre Patrick Varangot	Saint Malo	5:00 PM	Multi Bedded	Fri., Jan. 17 - 11:00 AM

**Description:** 37 avenue du RP Umbricht; Non-Smoking

**Contact Info:** 0033.2.99.40.29.80

5:30 PM Depart for youth hostel

5:30 PM Depart for youth hostel

7:30 PM Dinner at youth hostel

7:30 PM Dinner at youth hostel

Meals: B D

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 56651

## Friday, January 17

6:30 AM Bound for Caen by bus  
6:30 AM Bound for Caen by bus  
9:00 AM Meet your guide Mrs Lemaître Monique (0033.6.88.45.68.92) to the Mémorial de Caen at Esplanade du Général Eisenhower.  
Guided tour of the Landing Beaches  
9:00 AM Meet your guide Mrs Lemaître Monique (0033.6.88.45.68.92) to the Mémorial de Caen at Esplanade du Général Eisenhower.  
Guided tour of the Landing Beaches  
1:00 PM Enjoy a packed lunch  
1:00 PM Enjoy a packed lunch  
1:30 PM Bound for Rouen  
1:30 PM Bound for Rouen  
5:00 PM guided tour of the Cathedral of Rouen in English  
5:00 PM guided tour of the Cathedral of Rouen in English  
6:00 PM Return to Paris  
6:00 PM Return to Paris

<u>Hotel Property</u>	<u>City</u>	<u>Check In</u>	<u>Room Type</u>	<u>Check Out</u>
Maubuisson	Paris	7:00 PM	Multi Bedded	Wed., Jan. 29 - 11:00 AM

**Description:** 12, rue des Barres; Non-Smoking

8:00 PM Dinner at the cafeteria Autogrill- Aire de Morainvilliers  
8:00 PM Dinner at the cafeteria Autogrill- Aire de Morainvilliers  
10:30 PM Arrival at the youth hostel  
10:30 PM Arrival at the youth hostel  
Meals: B L D

## Saturday, January 18

Free Day

Free Day  
Overnight at Maubuisson  
Meals: B D

## Sunday, January 19

Free day

Free day  
Overnight at Maubuisson  
Meals: B D

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 56651

## Monday, January 20

9:15 AM Bound for Fontainebleau Castle by bus with the company Gilbert James

9:15 AM Bound for Fontainebleau Castle by bus with the company Gilbert James

11:15 AM Guided tour of the castle in English  
Reservation: D201300683

11:15 AM Guided tour of the castle in English  
Reservation: D201300683

12:45 PM Free time for lunch and to visit the gardens

12:45 PM Free time for lunch and to visit the gardens

6:00 PM Return to Paris

6:00 PM Return to Paris

Overnight at Maubuisson

Meals: B D

## Tuesday, January 21

Class and research day.

Class and research day.

Overnight at Maubuisson

Meals: B D

## Wednesday, January 22

10:30 AM Depart for appointment to the Versailles Castle  
Aile Nord des Ministres  
RER C Versailles Rive Gauche

10:30 AM Depart for appointment to the Versailles Castle  
Aile Nord des Ministres  
RER C Versailles Rive Gauche

11:30 AM Guided tour of the castle in English  
90€ payable directly to the Castle in cash  
Reservation: 2013-737124

Free afternoon

11:30 AM Guided tour of the castle in English  
90€ payable directly to the Castle in cash  
Reservation: 2013-737124

Free afternoon

Overnight at Maubuisson

Meals: B D

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 56651

## Thursday, January 23

10:00 AM Depart for appointment to the Carnavalet museum  
23 rue de Sévigné  
75003 PARIS  
Phone number: 0033.1.44.59.58.58

10:00 AM Depart for appointment to the Carnavalet museum  
23 rue de Sévigné  
75003 PARIS  
Phone number: 0033.1.44.59.58.58

10:30 AM Guided tour of the museum in English  
45€ payable directly to the Museum in cash

Free afternoon

10:30 AM Guided tour of the museum in English  
45€ payable directly to the Museum in cash

Free afternoon

Overnight at Maubuisson  
Meals: B D

## Friday, January 24

Activities to be announced

Activities to be announced

Overnight at Maubuisson

Meals: B D

## Saturday, January 25

10:00 AM Depart for appointment to the Louvre museum; meeting point under the Pyramide  
Hall Napoléon  
75001 PARIS  
Subway: Palais Royal-Musée du Louvre (line 1)

10:00 AM Depart for appointment to the Louvre museum; meeting point under the Pyramide  
Hall Napoléon  
75001 PARIS  
Subway: Palais Royal-Musée du Louvre (line 1)

10:30 AM Visit of the Louvre museum (unguided)  
100€ payable directly to the Museum in cash  
Booking number: 2013-1404350 (will need to be shown at reception)

CLASS

10:30 AM Visit of the Louvre museum (unguided)  
100€ payable directly to the Museum in cash  
Booking number: 2013-1404350 (will need to be shown at reception)

CLASS

Overnight at Maubuisson  
Meals: B D

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 56651

## Sunday, January 26

- Visit to the Café Procope (the Enlightenment)
- Visit to the Café Procope (the Enlightenment)

Depart for the Histoire de la Médecine museum and visit (without guide)  
12 rue de l'école de médecine  
75006 PARIS

Subway: Odéon (line 4)

Phone number : 0033.1.76.53.16.93

Note: there is no actual appointment time for this visit; you can go whenever you like.

Depart for the Histoire de la Médecine museum and visit (without guide)  
12 rue de l'école de médecine  
75006 PARIS

Subway: Odéon (line 4)

Phone number : 0033.1.76.53.16.93

Note: there is no actual appointment time for this visit; you can go whenever you like.

Overnight at Maubuisson

Meals: B D

## Monday, January 27

Class visit to the Musée D' Orsay

Class visit to the Musée D' Orsay

Overnight at Maubuisson

Meals: B D

## Tuesday, January 28

Free day

Free day

Overnight at Maubuisson

Meals: B D

## Wednesday, January 29

6:30 AM Pick up at the youth hostel Maubuisson by a bus (company Art Renault Autocars : 0033.1.41.70.31.70) and transfer to the airport Charles de Gaulle.

6:30 AM Pick up at the youth hostel Maubuisson by a bus (company Art Renault Autocars : 0033.1.41.70.31.70) and transfer to the airport Charles de Gaulle.

<b>Flight</b>	<b>Departure</b>	<b>Time</b>	<b>Arrival</b>	<b>Time</b>
DL #185 Delta Airlines	Charles De Gaulle Paris	10:40 AM	John F Kennedy New York	1:25 PM
DL #2973 Delta Airlines	John F Kennedy New York	3:30 PM	Richmond Intl Richmond	5:16 PM
Operated By:	SUBSIDIARY			

## Inclusions

- Roundtrip International Airfare from Richmond
- Accommodation in youth hostels MIJE
- Breakfasts (Served from 7:30am- 10am)

### Fellowship Travel International

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 56651

- Dinners in the MIJE cafeteria Fourcy (8:30pm, 6 rue de Fourcy)
- 1 packed lunch
- 1 night in full board in a youth hostel in Normandie
- City tax Paris
- Cruise on the Seine
- Transfer by bus airport/youth hostel and return
- Entrance for Catacombs (fee to be paid in person)
- Entrance for Cluny Museum (without guide; fee to be paid in person)
- Entrance for Sainte Chapelle and Conciergerie (without guide; fee to be paid in person)
- Entrance for Abbey of Mont Saint Michel (with guide; fee to be paid in person)
- Entrance for Rouen Cathedral (with guide)
- Entrance for Museum of Medical History (without guide)
- Entrance for Fontainebleau castle (with guide)
- Entrance for Louvre museum (without guide; fee to be paid in person)
- Entrance for Carnavalet museum (with guide; fee to be paid in person)
- Entrance for the Versailles Castle (with guide; fee to be paid in person)
- Bus transportation for Château de Fontainebleau and 2 days in Normandie
- Reservation fees
- Insurance MAIF-IMA
- Membership fee for the year 2014 : 54 €

## Exclusions

- Metro and bus in paris
- Lunches (except the Thursday 17th)
- Gratuities for bus drivers
- Any items of a personal nature
- Lunches except Thursday 17th and Thursday 23rd

**Fellowship Travel International**

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 56651

## Itinerary for Fees for Amy & Anne

Note: B = Breakfast, L = Lunch, D = Dinner

### Wednesday, January 08

<u>Flight</u>	<u>Departure</u>	<u>Time</u>	<u>Arrival</u>	<u>Time</u>
DL #3518	Richmond Intl	12:30 PM	John F Kennedy	1:56 PM
Delta Airlines	Richmond		New York	
Operated By:	SUBSIDIARY			
DL #400	John F Kennedy	7:10 PM	Charles De Gaulle	8:35 AM, Jan 9
Delta Airlines	New York		Paris	

### Thursday, January 09

9:00 AM Pick up at the airport by bus company Art Regnault Autocars and transfer to the youth hostel.

After a short class upon arrival, the remainder of the day is free.

9:00 AM Pick up at the airport by bus company Art Regnault Autocars and transfer to the youth hostel.

After a short class upon arrival, the remainder of the day is free.

<u>Hotel Property</u>	<u>City</u>	<u>Check In</u>	<u>Room Type</u>	<u>Check Out</u>
Mije Fauconnier	Paris	3:00 PM	Multi Bedded	Thu., Jan. 16 - 11:00 AM

**Description:** 11 rue du Fauconnier 75004 PARIS; Non-Smoking

**Contact Info:** 01.42.74.23.45

Meals: D

### Friday, January 10

10:10 AM Depart for appointment to the Bateaux Parisiens  
Next to the Eiffel Tower, on the Rive gauche  
Port de la Bourdonnais  
75007 PARIS  
Subway: Bir Hakeim, Trocadero (line 6)

10:10 AM Depart for appointment to the Bateaux Parisiens  
Next to the Eiffel Tower, on the Rive gauche  
Port de la Bourdonnais  
75007 PARIS  
Subway: Bir Hakeim, Trocadero (line 6)

10:30 AM Cruise on the Seine

After a short class upon arrival, the remainder of the day is free.

10:30 AM Cruise on the Seine

After a short class upon arrival, the remainder of the day is free.

Overnight at Mije Fauconnier

Meals: B D

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 56651

## Saturday, January 11

- Visit to Archeological Crypt
- Visit to Medieval Wall of Phillippe Auguste

### CLASS

- Visit to Archeological Crypt
- Visit to Medieval Wall of Phillippe Auguste

### CLASS

Overnight at Mije Fauconnier

Meals: B D

## Sunday, January 12

10:00 AM Depart for appointment to the Sainte Chapelle  
8 boulevard du Palais  
Subway: Cité (line 4)

10:00 AM Depart for appointment to the Sainte Chapelle  
8 boulevard du Palais  
Subway: Cité (line 4)

10:15 AM Visit of the Sainte Chapelle (unguided tour)  
79€ payable directly to the Sainte Chapelle in cash  
Reservation: TS10491\*01

- Visit to Notre Dame for Mass at 11:30
- Visit to Relequary

### CLASS

10:15 AM Visit of the Sainte Chapelle (unguided tour)  
79€ payable directly to the Sainte Chapelle in cash  
Reservation: TS10491\*01

- Visit to Notre Dame for Mass at 11:30
- Visit to Relequary

### CLASS

Overnight at Mije Fauconnier

Meals: B D

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 56651

## Monday, January 13

10:00 AM Depart for appointment to the Moyen Age museum  
6 place Paul Painlevé  
75005 PARIS  
Subway: Cluny, Odéon, Saint Michel (line 10)

10:00 AM Depart for appointment to the Moyen Age museum  
6 place Paul Painlevé  
75005 PARIS  
Subway: Cluny, Odéon, Saint Michel (line 10)

10:15 AM Visit of Cluny Museum (unguided tour)  
91€ payable directly to the Museum in cash

- Visit to the Arenas of Lutèce

CLASS

10:15 AM Visit of Cluny Museum (unguided tour)  
91€ payable directly to the Museum in cash

- Visit to the Arenas of Lutèce

CLASS

Overnight at Mije Fauconnier  
Meals: B D

## Tuesday, January 14

10:15 AM Depart for appointment to the Catacombes  
1 avenue du Colonel Rol-Tanguy  
75014 PARIS  
Subway: Denfert-Rochereau (lines 4 or 6)

10:15 AM Depart for appointment to the Catacombes  
1 avenue du Colonel Rol-Tanguy  
75014 PARIS  
Subway: Denfert-Rochereau (lines 4 or 6)

10:30 AM Visit the Catacombs (unguided)  
40€ payable directly to the Catacombes in cash

CLASS

10:30 AM Visit the Catacombs (unguided)  
40€ payable directly to the Catacombes in cash

CLASS

Overnight at Mije Fauconnier  
Meals: B D

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 56651

## Wednesday, January 15

8:00 AM Bound for Chablis by bus with the company Gilbert James (0033.1.46.80.45.05), arrival around 10h30a.m  
Cave du Connaisseur  
Rue des Moulins  
Phone number : 0033.3.86.42.87.15

8:00 AM Bound for Chablis by bus with the company Gilbert James (0033.1.46.80.45.05), arrival around 10h30a.m  
Cave du Connaisseur  
Rue des Moulins  
Phone number : 0033.3.86.42.87.15

11:00 AM Guided tour of the vineyard and tasting in english

11:00 AM Guided tour of the vineyard and tasting in english

1:00 PM Free time for Lunch

1:00 PM Free time for Lunch

3:00 PM Return to Paris

3:00 PM Return to Paris

Overnight at Mije Fauconnier

Meals: B D

## Thursday, January 16

8:00 AM Bound for the Mont Saint Michel by bus with the company Gilbert James, arrival around 1:30pm.  
Take the courtesy bus to meet the guide Mrs De Penfentenyo Bénédicté at the Abbaye "point accueil  
salle des maquettes".

8:00 AM Bound for the Mont Saint Michel by bus with the company Gilbert James, arrival around 1:30pm.  
Take the courtesy bus to meet the guide Mrs De Penfentenyo Bénédicté at the Abbaye "point accueil  
salle des maquettes".

3:00 PM Guided tour of the Mont Saint Michel in English  
300€ payable directly to the Abbaye in cash  
Reservation: TM08943\*01

3:00 PM Guided tour of the Mont Saint Michel in English  
300€ payable directly to the Abbaye in cash  
Reservation: TM08943\*01

<u>Hotel Property</u>	<u>City</u>	<u>Check In</u>	<u>Room Type</u>	<u>Check Out</u>
Centre Patrick Varangot	Saint Malo	5:00 PM	Multi Bedded	Fri., Jan. 17 - 11:00 AM

**Description:** 37 avenue du RP Umbricht; Non-Smoking

**Contact Info:** 0033.2.99.40.29.80

5:30 PM Depart for youth hostel

5:30 PM Depart for youth hostel

7:30 PM Dinner at youth hostel

7:30 PM Dinner at youth hostel

Meals: B D

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 56651

## Friday, January 17

6:30 AM Bound for Caen by bus

6:30 AM Bound for Caen by bus

9:00 AM Meet your guide Mrs Lemaître Monique (0033.6.88.45.68.92) to the Mémorial de Caen at Esplanade du Général Eisenhower.  
Guided tour of the Landing Beaches

9:00 AM Meet your guide Mrs Lemaître Monique (0033.6.88.45.68.92) to the Mémorial de Caen at Esplanade du Général Eisenhower.  
Guided tour of the Landing Beaches

1:00 PM Enjoy a packed lunch

1:00 PM Enjoy a packed lunch

1:30 PM Bound for Rouen

1:30 PM Bound for Rouen

5:00 PM guided tour of the Cathedral of Rouen in English

5:00 PM guided tour of the Cathedral of Rouen in English

6:00 PM Return to Paris

6:00 PM Return to Paris

<u>Hotel Property</u>	<u>City</u>	<u>Check In</u>	<u>Room Type</u>	<u>Check Out</u>
Maubuisson	Paris	7:00 PM	Multi Bedded	Wed., Jan. 29 - 11:00 AM

**Description:** 12, rue des Barres; Non-Smoking

8:00 PM Dinner at the cafeteria Autogrill- Aire de Morainvilliers

8:00 PM Dinner at the cafeteria Autogrill- Aire de Morainvilliers

10:30 PM Arrival at the youth hostel

10:30 PM Arrival at the youth hostel

Meals: B L D

## Saturday, January 18

Free Day

Free Day  
Overnight at Maubuisson  
Meals: B D

## Sunday, January 19

Free day

Free day  
Overnight at Maubuisson  
Meals: B D

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 56651

## Monday, January 20

9:15 AM Bound for Fontainebleau Castle by bus with the company Gilbert James

9:15 AM Bound for Fontainebleau Castle by bus with the company Gilbert James

11:15 AM Guided tour of the castle in English  
Reservation: D201300683

11:15 AM Guided tour of the castle in English  
Reservation: D201300683

12:45 PM Free time for lunch and to visit the gardens

12:45 PM Free time for lunch and to visit the gardens

6:00 PM Return to Paris

6:00 PM Return to Paris

Overnight at Maubuisson

Meals: B D

## Tuesday, January 21

Class and research day.

Class and research day.

Overnight at Maubuisson

Meals: B D

## Wednesday, January 22

10:30 AM Depart for appointment to the Versailles Castle  
Aile Nord des Ministres  
RER C Versailles Rive Gauche

10:30 AM Depart for appointment to the Versailles Castle  
Aile Nord des Ministres  
RER C Versailles Rive Gauche

11:30 AM Guided tour of the castle in English  
90€ payable directly to the Castle in cash  
Reservation: 2013-737124

Free afternoon

11:30 AM Guided tour of the castle in English  
90€ payable directly to the Castle in cash  
Reservation: 2013-737124

Free afternoon

Overnight at Maubuisson

Meals: B D

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 56651

## Thursday, January 23

10:00 AM Depart for appointment to the Carnavalet museum  
23 rue de Sévigné  
75003 PARIS  
Phone number: 0033.1.44.59.58.58

10:00 AM Depart for appointment to the Carnavalet museum  
23 rue de Sévigné  
75003 PARIS  
Phone number: 0033.1.44.59.58.58

10:30 AM Guided tour of the museum in English  
45€ payable directly to the Museum in cash

Free afternoon

10:30 AM Guided tour of the museum in English  
45€ payable directly to the Museum in cash

Free afternoon

Overnight at Maubuisson  
Meals: B D

## Friday, January 24

Activities to be announced

Activities to be announced

Overnight at Maubuisson

Meals: B D

## Saturday, January 25

10:00 AM Depart for appointment to the Louvre museum; meeting point under the Pyramide  
Hall Napoléon  
75001 PARIS  
Subway: Palais Royal-Musée du Louvre (line 1)

10:00 AM Depart for appointment to the Louvre museum; meeting point under the Pyramide  
Hall Napoléon  
75001 PARIS  
Subway: Palais Royal-Musée du Louvre (line 1)

10:30 AM Visit of the Louvre museum (unguided)  
100€ payable directly to the Museum in cash  
Booking number: 2013-1404350 (will need to be shown at reception)

CLASS

10:30 AM Visit of the Louvre museum (unguided)  
100€ payable directly to the Museum in cash  
Booking number: 2013-1404350 (will need to be shown at reception)

CLASS

Overnight at Maubuisson  
Meals: B D

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 56651

## Sunday, January 26

- Visit to the Café Procope (the Enlightenment)
- Visit to the Café Procope (the Enlightenment)

Depart for the Histoire de la Médecine museum and visit (without guide)  
12 rue de l'école de médecine  
75006 PARIS

Subway: Odéon (line 4)

Phone number : 0033.1.76.53.16.93

Note: there is no actual appointment time for this visit; you can go whenever you like.

Depart for the Histoire de la Médecine museum and visit (without guide)  
12 rue de l'école de médecine  
75006 PARIS

Subway: Odéon (line 4)

Phone number : 0033.1.76.53.16.93

Note: there is no actual appointment time for this visit; you can go whenever you like.

Overnight at Maubuisson

Meals: B D

## Monday, January 27

Class visit to the Musée D' Orsay

Class visit to the Musée D' Orsay

Overnight at Maubuisson

Meals: B D

## Tuesday, January 28

Free day

Free day

Overnight at Maubuisson

Meals: B D

## Wednesday, January 29

6:30 AM Pick up at the youth hostel Maubuisson by a bus (company Art Renault Autocars : 0033.1.41.70.31.70) and transfer to the airport Charles de Gaulle.

6:30 AM Pick up at the youth hostel Maubuisson by a bus (company Art Renault Autocars : 0033.1.41.70.31.70) and transfer to the airport Charles de Gaulle.

<b>Flight</b>	<b>Departure</b>	<b>Time</b>	<b>Arrival</b>	<b>Time</b>
DL #185 Delta Airlines	Charles De Gaulle Paris	10:40 AM	John F Kennedy New York	1:25 PM
DL #2973 Delta Airlines	John F Kennedy New York	3:30 PM	Richmond Intl Richmond	5:16 PM
Operated By:	SUBSIDIARY			

## Inclusions

- Roundtrip International Airfare from Richmond
- Accommodation in youth hostels MIJE
- Breakfasts (Served from 7:30am- 10am)

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 56651

- Dinners in the MIJE cafeteria Fourcy (8:30pm, 6 rue de Fourcy)
- 1 packed lunch
- 1 night in full board in a youth hostel in Normandie
- City tax Paris
- Cruise on the Seine
- Transfer by bus airport/youth hostel and return
- Entrance for Catacombs (fee to be paid in person)
- Entrance for Cluny Museum (without guide; fee to be paid in person)
- Entrance for Sainte Chapelle and Conciergerie (without guide; fee to be paid in person)
- Entrance for Abbey of Mont Saint Michel (with guide; fee to be paid in person)
- Entrance for Rouen Cathedral (with guide)
- Entrance for Museum of Medical History (without guide)
- Entrance for Fontainebleau castle (with guide)
- Entrance for Louvre museum (without guide; fee to be paid in person)
- Entrance for Carnavalet museum (with guide; fee to be paid in person)
- Entrance for the Versailles Castle (with guide; fee to be paid in person)
- Bus transportation for Château de Fontainebleau and 2 days in Normandie
- Reservation fees
- Insurance MAIF-IMA
- Membership fee for the year 2014 : 54 €

## Exclusions

- Metro and bus in paris
- Lunches (except the Thursday 17th)
- Gratuities for bus drivers
- Any items of a personal nature
- Lunches except Thursday 17th and Thursday 23rd

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# Trip Statement

Date: 12/06/2013

TripCard #: 56651

## Financial Statement

### Payment Information

	<u>Amount</u>	<u>Due</u>
Balance	\$0.00	12/4/13

Note: Please reference the TripCard # to ensure the funds are applied to the appropriate account.

### Services

Description	Fare	Tax	Fuel	Unit Total	Qty	Total
Air & Land to Paris	\$2,905.00	\$143.20	\$516.00	\$3,564.20	12	\$42,770.40
Frees for Professors	\$0.00	\$139.97	\$516.00	\$655.97	2	\$1,311.94
Stipend for Professors				(\$117.00)	12	(\$1,404.00)
Services subtotal:						\$42,678.34

### Payments

Payment Date	Method	Amount
6/7/13	CHECK	\$6,000.00
12/6/13	CHECK	\$36,678.34
Payments subtotal:		\$42,678.34

### Important Notes

#### Payments

- Pay online at [www.fellowship.com](http://www.fellowship.com).
- If mailing your payment, please use the address shown below.
- Some services may be based on foreign currencies. These charges have been converted to US dollars for the purpose of providing you a US dollar rate at the time this statement was issued. Should a fluctuation of more than 3% in the exchange rate occur, we reserve the right to adjust the final price accordingly.

#### Ticketing

- **Taxes are subject to change until tickets are issued.** If payment is not received by Fellowship Travel within one (1) business day of the statement date, please contact your agent prior to sending payment to verify the tax amount.

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 62969

## Itinerary for Four Country Program

Note: B = Breakfast, L = Lunch, D = Dinner

### Monday, May 11

11:00 AM Dr. Catherine Louise Zehman arrives into London and is transferred to the Mercure London Heathrow.

- Voucher for overnight included; Present voucher upon arrival.
- Will collect all vouchers for London hotel and Hop-on-hop-off bus tour as well as welcome letters for tour leaders.

10:00 PM Main group departs from Minneapolis for overnight flight to London.

### Tuesday, May 12 Arrival in London

1:00 PM You will be met at the airport upon arrival and transferred to your youth hostel.

Hotel Property	City	Check In	Room Type	Check Out
Generator Hostel	London	2:00 PM	Multi Bedded	Thu., May. 14 - 11:00 AM

**Description:** 1 single room, 1 triple room, 3 quads and 1 6 bedded room; 37 Tavistock Place London WC1H 9SE; Non-Smoking

**Contact Info:**

<http://generatorhostels.com/en/destinations/london/?gclid=CMr6tl-gisQCFZQvgQodXDcA3g>

, +44 (0) 20 73 88 76 66

7:00 PM Enjoy a 3 course dinner at Denise's Restaurant.  
79 Southampton Row, London, WC1 4ET. Tel: + 44 207 436 1562  
Menu: Mediterranean salad, Chicken basque served with mushroom sauce and potatoes, Crepe with chocolate sauce

Meals: D

### Wednesday, May 13 London- Stonehenge



7:00 AM Breakfast at the hostel.

9:00 AM This morning you can enjoy your 48 hour hop-on-hop-off sightseeing in London.

- Payment by voucher. Voucher will be exchanged for the tickets on the bus.
- Nearest stop: Woburn Place in Russell Square

7:30 PM Make your way to Liverpool Street for Jack The Ripper walking tour.  
Meeting point: Outside Caffè Nero, 2 Bishopsgate Arcade, Bishopsgate (exit Liverpool Street station by the Bishopsgate West Exit, as you reach street level turn to the left and you will see Caffè Nero on a raised area, and your guide will be waiting outside the café)

Overnight at Generator Hostel

Meals: B

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 62969

## Thursday, May 14 London- Budapest

7:00 AM Breakfast at the hotel.

9:00 AM Enjoy the second day of hour hop-on-hop-off sightseeing.

5:00 PM Head to the airport by pre-arranged coach for your evening flight to Budapest. Coach reference #: 18788.

11:00 PM Airport assistant and local coach to meet group at Budapest Terminal 2B arrivals hall for transfer to the hostel.

<u>Hotel Property</u>	<u>City</u>	<u>Check In</u>	<u>Room Type</u>	<u>Check Out</u>
Marco Polo Hostel	Budapest	11:55 PM	Multi Bedded	Sat., May. 16 - 11:00 AM

**Description:** 2 single rooms for leaders, 2 triple rooms for males, 2 triples, 1 quad and 1 5 bedded room for females; Budapest, Nyar u. 6, 1072 Hungary; Non-Smoking

**Contact Info:** <http://marcopolohostel.com/>, +36 (1) 413 2555

**Confirmation #:** 61197

Meals: B

## Friday, May 15 Budapest



7:00 AM Breakfast at the hotel.

9:00 AM Meet your guide in the lobby for a full-day sightseeing tour of Budapest.

Overnight at Marco Polo Hostel

Meals: B

## Saturday, May 16 Budapest- Cluj

**Note:** Today we have no services confirmed for your group, however, you will need to have arranged a transfer from Budapest to Cluj and Cluj to Bran.

Meals: B

## Sunday, May 17 Cluj

No services by FTI.

Meals: B

## Monday, May 18 Cluj

No services by FTI.

Meals: B

## Tuesday, May 19 Cluj

No services by FTI.

Meals: B

## Wednesday, May 20 Cluj

No services by FTI.

Meals: B

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 62969

## Thursday, May 21 Cluj

No services by FTI.

Meals: B

## Friday, May 22 Cluj

No services by FTI.

Meals: B

## Saturday, May 23 Cluj

No services by FTI.

Meals: B

## Sunday, May 24 Cluj

No services by FTI.

**Note:** You will arrive at your Bran hotel this evening; hotel arrangements were made independently.

## Monday, May 25 Cluj- Bran- Bransko

11:30 AM This morning, board a coach for your visit to Bran Castle.

12:00 PM Tour Bran Castle.  
• Please bring student ID to present at the entrance.

1:30 PM Depart Bran Castle for your transfer to Bansko via private coach.

<u>Hotel Property</u>	<u>City</u>	<u>Check In</u>	<u>Room Type</u>	<u>Check Out</u>
Hotel Star Park Gardena	Bansko	10:30 PM	Twin	Tue., May. 26 - 11:00 AM

**Description:** 2 single rooms for leaders, 9 twin rooms and 1 triple room; 72 Tzar Simeon Street Bansko, 2770, Bulgaria; Non-Smoking

**Contact Info:** <http://www.parkhotelgardenia.com/?lng=en>, Tel: +359 749 86900

## Tuesday, May 26 Bransko- Katerini

8:00 AM Breakfast at the hotel.

9:00 AM Transfer from Bansko to Katerini via Promachonas.

11:30 AM You will need to change buses at the border crossing in Promachonas.

<u>Hotel Property</u>	<u>City</u>	<u>Check In</u>	<u>Room Type</u>	<u>Check Out</u>
Hotel Konstantin	Katerini	3:00 PM	Twin	Sun., May. 31 - 11:00 AM

**Description:** Double occupancy in standard twin rooms. ; Ag.Nikolaou 52, 60100 Paralia Pieria, Katerini, Greece; Non-Smoking

**Contact Info:** <http://www.hotel-konstantin.gr/en/main.html>, +30 23510 61561

7:00 PM Enjoy a 3 course dinner at the hotel this evening.

Meals: B D

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# Final Trip Itinerary

**Date:** 05/08/2015

**TripCard #:** 62969

## Wednesday, May 27 Katerini

7:00 AM Breakfast at the hotel.  
7:30 AM Depart for your full-day guided tour of Meteora, visiting 2 monasteries.  
10:15AM Guided visit of Meteora.  
1:30 PM Return to hotel.  
6:30 PM Enjoy a 3-course dinner at the hotel.  
Overnight at Hotel Konstantin  
Meals: B D

## Thursday, May 28 Katerini- Dion- Macedonia

7:30 AM Continental breakfast the hotel.  
8:00 AM Meet your guide for a full-day excursion to Dion and Vergina.  
8:30 AM Visit Dion archaeological park and museum.  
12:30 PM Visit Vergina tombs and museum of Aigai.  
6:30 PM Dinner at hotel restaurant.  
Overnight at Hotel Konstantin  
Meals: B D

## Friday, May 29 Katerini

7:30 AM Continental breakfast at the hotel then a full day free at your leisure.  
6:30PM Dinner at the hotel restaurant.  
Overnight at Hotel Konstantin  
Meals: B D

## Saturday, May 30 Katerini

7:30 AM Continental breakfast the hotel.  
9:00 AM Board the coach for a full-day guided excursion to Mt. Olympus.  
3:00 PM Depart for Katerini.  
6:30 PM Dinner at the hotel.  
Overnight at Hotel Konstantin  
Meals: B D

## Sunday, May 31 Katerini- Athens

7:30 AM Continental breakfast the hotel.  
9:00 AM Check out of your hotel and and transfer by coach to Athens.  
4:00 PM Arrive in Athens and check-in to Amerivan College of Greece.  
Meals: B

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# Final Trip Itinerary

**Date:** 05/08/2015

**TripCard #:** 62969

## Monday, June 01 Athens



- 8:00 AM Depart for your full day guided tour of Athens
- 9:00 AM Visit Acropolis Museum.
- 11:30 AM Visit Acropolis- Parthenon, the Temple of Wingless Victory, The Propylea and the Erechtheum with its peerless Porch of Maidens.  
03:00PM: Return to the American College of Athens.

## Tuesday, June 02 Athens

- 6:30 AM Meet your driver in the lobby to transfer to the Marina Zeas pier for your one day cruise.
- 8:00 AM Sail to the islands of Hydra, Aegina & Poros with stops at each island.
- 7:30 PM Arrive at Flisvos Port and transfer back to the American College.
- Meals: L

## Wednesday, June 03 Athens

- 8:00 AM Depart for a full-day guided excursion to Argolis.
- 9:45 AM Arrive at Corinth and tour the Old City.
- 11:45 AM Depart to Nafplion.
- 1:00 PM In Nafplion, enjoy a panoramic sightseeing tour of the town.
- 2:00 PM Continue onto Epidaurus and visit the Sanctuary of Asklepios.
- 4:30 PM Return to Athens.

## Thursday, June 04

- 9:00 AM Depart for a full-day guided excursion to Lavrio, Sounio and Kavouri.
- 10:00 AM Panoramic Sightseeing of Lavrio including the port, the ancient theatre of Thoricon and old residential and public mansions.
- 11:00 AM Continue onto Sounio.
- 11:30 AM Visit the Temple of Poseidon upon arrival to Sounio.
  - Includes entrance to Sounio Temple of Poseidon.
- 12:30 PM Continue to Kavouri for a panoramic tour.
- 2:30 PM Return to Athens.

## Friday, June 05 Depart Athens

- 4:00 AM Board transfer to the airport for your return flight home.
- 6:30 AM Depart from Athens to Paris.

## Inclusions

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# Final Trip Itinerary

**Date:** 05/08/2015

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- Transfers per itinerary
- Accommodations per itinerary
- Meals per itinerary
- Touring per itinerary
- 48 hour hop on/ hop off tickets in London
- Entrance fees for: Bran Castle, Meteora Monastery, Dion Museum, Vergina Tombs, Acropolis, Acropolis Museum, Corinth, Epidauros, Temple of Poseidon
- 1 day Greek cruise

## Exclusions

- Gratuities for drivers, guides, porters, etc.
- Transfers to and from Cluj
- All arrangements in Cluj
- Accommodations in Athens
- Any items of a personal nature
- Anything not mentioned under Inclusions or in the itinerary

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# Final Trip Itinerary

Date: 05/08/2015

TripCard #: 62969

## Itinerary for British Airways

Thursday, May 14

<u>Flight</u>	<u>Departure</u>	<u>Time</u>	<u>Arrival</u>	<u>Time</u>
BA #870 British Airways P.L.C.	Heathrow London	8:35 PM	Ferihegy Budapest	11:55 PM

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# Trip Statement

Organization:  
Contact:  
Statement #: 1431358432  
Date: 05/11/2015

TripCard #: 62969

## Financial Statement

### Payment Information

	<u>Amount Due</u>
Balance	\$0.00 3/9/15

Note: Please reference the TripCard # to ensure the funds are applied to the appropriate account.

### Services

Description		Fare	Tax	Fuel	Unit Total	Qty	Total
Four Country Program	<a href="#">See Itinerary</a>	\$1,760.00	\$0.00	\$0.00	\$1,760.00	22	\$38,720.00
British Airways	<a href="#">See Itinerary</a>	\$166.00	\$66.63	\$0.00	\$232.63	22	\$5,117.86
Services subtotal:							<b>\$43,837.86</b>

### Payments

Payment Date	Method	Amount
3/10/15	CHECK	\$43,837.86
Payments subtotal:		<b>\$43,837.86</b>

### Important Notes

#### Travel Insurance

- Please note that you have not purchased travel insurance.

#### Payments

- Pay online at [www.fellowship.com](http://www.fellowship.com).
- If mailing your payment, please use the address shown below.
- Some services may be based on foreign currencies. These charges have been converted to US dollars for the purpose of providing you a US dollar rate at the time this statement was issued. Should a fluctuation of more than 3% in the exchange rate occur, we reserve the right to adjust the final price accordingly.

#### Ticketing

- **Taxes are subject to change until tickets are issued.** If payment is not received by Fellowship Travel within one (1) business day of the statement date, please contact your agent prior to sending payment to verify the tax amount.

#### Baggage

- In addition to standard baggage fees, some airlines may also impose embargoes on non-standard size & weight containers (boxes, duffel bags, etc.) & may not accept such items at flight time.
- In all cases, your Fellowship Travel agent will attempt to assist you if you have questions. However, the final agreement for air ticket & baggage allowances is between the airline & passenger. Fellowship Travel, as an agent for you & the carrier, disclaims responsibility or liability for changes in allowances.
- If your reservations include hotels, ships, or coaches, there may be additional costs for transportation & portage of more than one piece of baggage.
- Please visit <http://bags.amadeus.com> to determine the baggage policies for each of your tickets or ask your travel agent.

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# Trip Statement

**Organization:**

**Contact:**

**Statement #:** 1431358432

**Date:** 05/11/2015

**TripCard #:** 62969

Schedules are subject to change. We will inform you of any changes the airline/supplier makes as soon as we are informed. However, it is still possible that the itinerary shown below may not match the ticketed schedule or final flight schedule on the day of travel.

Always make sure to review your tickets and itinerary when you receive them to check for any changes that may have occurred. The most current schedule that Fellowship Travel International can offer you is the schedule printed on your tickets.

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