

What happens if you change your mind about your travel dates or even change your mind about taking the trip?

Booking a non-refundable trip with the travel agent means you have made a firm commitment to make the trip at the time for which the reservations were made. As a fellow on a federally sponsored program, this means your ticket was purchased for you with federal funds. If you choose to not make the trip, you are still in possession of a ticket purchased with federal funds. Technically, you are responsible for reimbursing the grant for the value of the ticket.

What should I do if I want to cancel the trip?

1. NOTIFY the Education Office IMMEDIATELY! DO NOT just let it slide and simply not show up for the flight! This causes both you and us a great deal of clean-up and can cost you money.

2. Call Globetrotter and let them know. You may be able to apply the cost of the ticket (minus a substantial change fee of up to \$100) toward another ticket. Generally, you have to give NEW travel dates (that is, when you will do the travel to use the cost of the ticket) to Globetrotter PRIOR to your original scheduled departure! Usually you have to schedule travel within one year. Please note: If you do not follow these steps, there will be NO remaining value on the ticket. In either case you will need to reimburse the APS for either the change fee (if you used the changed ticket for the Experimental Biology meeting) or the entire cost of the ticket (if you use the ticket for other purposes or fail to change the ticket at all).

What if I have to cancel due to an illness or emergency?

You should contact the APS Education Office as soon as possible. We may be able to get the ticket refunded but this is EXTREMELY rare. Airlines are running on tight budgets and are generally unwilling to give refunds. However, the APS **may** be able to absorb the cost of the ticket in an emergency.

What if I want to change the dates or times of travel?

Contact Globetrotter or the airline right away. Please be aware that **you are responsible for any change fees you incur.**

What do I do if I arrive to the airport late and get bumped or miss my flight?

If, for example, you have car trouble and will arrive late to the airport, contact Globetrotter or the airline. The agents will be able to let you know if you will be bumped to another flight and can rebook you then. Airlines and airports each have their own rules about boarding times. As a general rule, an airline can deny boarding if you arrive at the airport within 30 minutes or less of your flight's departure time. However, some airlines and airports could deny boarding if you arrive one (1) hour before your flight. It's safe to say you should arrive 90 minutes before a domestic flight (120 minutes prior to an international flight). It is your responsibility to know the boarding rules for your flights. This information is provided when you book your flights. Please check your confirmations before travel takes place.