



Tour Operator Rebate Policy and Reimbursement Form

Tour operators who participate as a full appointment-taking buyer at Travel Exchange are eligible for a post-Exchange rebate up to a maximum of US\$650 for combined travel and lodging expenses, which includes reimbursement of up to US\$325 for the use of airline tickets purchased with frequent-flyer rewards. To be eligible, tour operators must meet the following criteria:

1. **Register** as a full appointment-taking buyer participant before September 24, 2021
2. **Update** their company profile form on NTAonline.com by September 24, 2021.
3. **Attend and participate** in all scheduled appointments.
4. **Stay** in one of the two NTA Travel Exchange hotels.

Tour operators who register as a buyer after September 24 (item 1 above), but have met all other criteria (items 2-4 above), will be eligible for a partial rebate of up to US\$325 for combined travel and lodging expenses (see regulations below).

The rebate will be based on validation by NTA of Exchange attendance and meeting the above requirements. Tour operators who arrive late, depart early, miss scheduled appointments or violate Exchange policies are ineligible for a rebate.

Please fill out this form, attach your travel and hotel receipts (copies are acceptable) and return it to NTA **no later than December 31, 2021**. Rebate forms received after that date will **NOT** be processed. Our preferred method of receiving this information is digitally, so please scan/email your form and receipts to todd.probus@ntastaff.com. However, if you need to use paper copies, you can mail to: National Tour Association (or NTA), P.O. Box 910881, Lexington, KY 40591. **Rebates will be processed and sent after February 1, 2022.**

NAME

COMPANY

Total of combined hotel (room & tax only) and travel expenses \$ _____
*** (excludes tolls, taxi and parking fees)

*****MUST ATTACH RECEIPT(S) AS BACK-UP FOR REBATE REQUEST*****

NOTE: Amount rebated to each attendee will not exceed \$650 U.S. - If you have not yet renewed your 2022 NTA membership, \$495 of your rebate will be applied to your 2022 dues. If you are a participant in Faith Travel Association, those dues will also be deducted.

If you have not yet renewed your NTA dues, you may contribute all or part of your rebate to Tourism Cares, NTA's philanthropy, or NTA's Government Relations. Only the remaining balance will be paid to you.

I wish to contribute \$ _____ of this rebate to Tourism Cares.

I wish to contribute \$ _____ of this rebate to NTA Government Relations.

SIGNATURE

TITLE

DATE

Travel and Lodging Expense Regulations

- Meals, alcohol, car rentals, fuel, mass transit, parking fees, taxi and toll fees are not reimbursable.
- Lodging expenses are limited to room and tax only at one of the NTA Travel Exchange hotels
- Mileage will be reimbursed at the current IRS rate.
- Airline tickets purchased with frequent flyer miles will be reimbursed at the rate of up to \$325 US per roundtrip ticket.
- Total rebate of combined travel and lodging expenses will not exceed the maximum rebate allowance as outlined above.