KADENA ITT POLICIES FEB2020



Tours depart from Schilling Community Center Parking Lot. \*SHOW TIME 15 minutes prior to departure\*

Trips are rain or shine events.

- 1. Itineraries are subject to change. Trips may be canceled due to unforeseen circumstances. If canceled, the ITT office will notify passengers registered for the trip at least one day prior to departure. The ITT office is NOT responsible if a patron cannot be contacted on their phone number, or email given to ITT at time of booking. The customer should contact the ITT office at DSN 966.7333/Commercial 036.868.2226, <a href="itt@kadenafss.com">itt@kadenafss.com</a>, or via Facebook at least one day prior to the departure to check for any tour changes, in case ITT had difficulty contacting them. The ITT Facebook page will be posted with the most current trip information.
- 2. Refund/Transfer: Customers can cancel a daytrip for a full refund TWO business days prior to departure. Within two business days, a complete refund (excluding pre-paid admissions, theater tickets, concert/festival tickets and sporting events) will be made under the following circumstances:
  - a. Unexpected work commitment for military members verified in writing by a Flight Chief or equivalent
  - b. Emergency Leave

The ITT Office must be notified prior to the tour departure. Refunds or transfers can be made via phone for charge; cash or charge refunds will be available for pick-up for 30 days after trip departure date.

- 3. Drinking alcoholic beverages and smoking on the coach are strictly prohibited.
- 4. Eligibility: The ITT program is available to all active duty military, DOD civilians, retired military, their dependents and bona fide guests. Persons must be 18 years of age or over to travel without a guardian. Under the age of 18 cannot travel without a parent or guardian. All children, including infants, must be in a seat with their seat belts on or in an age/height appropriate car seat when traveling on ITT transportation.
- 5. Payment Accepted: We accept cash, VISA, MasterCard, American Express and US Dollar check. We cannot accept Japanese Yen. We also offer a Layaway Program for certain trips. Please ask for details.
- 6. The Kadena ITT Office is not responsible for the loss of personal items during our tours. The Kadena ITT Office is not responsible for any accidents due to personal negligence or misconduct on the tour. Trip schedules can change due to traffic and/or other extenuating circumstances. Prices, pick-up locations and schedules are subject to change without notice.

Kadena ITT
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