

Booking #: 17942909
Cost Centre: FPER.E795
Date: 19-Sep-2022
Consultant: KIM LOUGHEED
Phone: 08 6466 5210
Email: kim.lougheed@fcmtravel.com.au
Ordered By: LINEHAN / KEIRAN MR
GDS Reference: FBTYWI



LEVEL 37 108 ST GEORGES TERRACE
PERTH WA 6000

Passenger

DORE / LUKE JOHN MR

QF - 1919954592
QR - 541368036
VA - 1173756410

For any travel enquiries, amendments or consultation please contact your site administrator, manager or Byrnegut Travel Coordinator.

PASSPORT VALIDITY: International travellers MUST have a minimum of 6 month validity on their passport beyond the period of their intended stay to enter into most countries. Non Australian Passport holders may require a re-entry visa. If you require further information please check with your consultant.

Your Itinerary

Wed 05 Oct 2022 at 0623

COPA AIRLINES (COPA249)

Departing:	CARACAS at 0623
Arriving:	PANAMA CITY, PANAMA at 0753
Class of Service:	Y - Economy Class *
Flight Status:	Confirmed [HK]
Airline Reference:	6Z54Y7
Ticket Number (DORE / LUKE JOHN MR):	169 3535518050
Aircraft:	BOEING 737
Number of Seats:	1
Included Checked Baggage:	1 pcs - Baggage allowance listed not inclusive of any frequent flyer benefits.
Additional Purchased Baggage:	No Extra Baggage has been purchased. Refer to Agent if Extra Baggage is required.
Number of Stops:	0
Flight Time:	1 hrs 25 mins

* Please check the booking terms and conditions for the rules of carriage for each flight on your itinerary.

*Airline card payment fees may apply to your booking, please check with your Travel Manager for the most up to date charges.

AUSTRALIAN GOVERNMENT'S TRAVEL ADVISORY

We strongly recommend you visit the website: <http://www.smartraveller.gov.au>. prior to your departure. Alternatively you can telephone toll-free on 1300 555 135.

LIQUIDS, AEROSOLS AND GELS

There are strict rules for taking liquids, aerosols and gels on the majority of international flights.

Each container of liquids, aerosols or gels in your carry-on baggage must be 100 millilitres or less. All the containers must be sealed in a single transparent, one-litre or less plastic bag.

You may still carry on board prescription medicines. Baby products and non-prescription medicines required on board are also allowed, however proof of need may be required.

For more information, visit the website: <http://travelsecure.infrastructure.gov.au>

CHECK IN DETAILS - INTERNATIONAL

Economy class: a minimum of 2 hours prior to departure

Business / First class: 90 minutes prior to departure

If connecting from a domestic to international flight in Australia, check in at least 60 minutes prior to departure

HEALTH

For the latest Health Information & Vaccination requirements, please see <https://www.traveldoctor.com.au> or for World Health Organisation update

<http://www.who.int> Please contact your doctor or telephone Health Services Australia (HSA) for the latest information on health risks in affected regions -

Sydney - 02-9806 7333 Melbourne - 03-9224 8381 Brisbane - 07- 3307 9444

HOTEL GUARANTEES & CANCELLATIONS

In order for your hotel booking to be held after 6pm, your arrival has to be guaranteed with a credit card or an FCM Guarantee.

We will always use the credit card number in your FCM Travel Profile, or your Company's credit card if that is the policy. If we do not have a credit card to guarantee your arrival, the hotel is within their rights to cancel your reservation at 6pm.

If you intend arriving at your accommodation later than 8pm, please contact your accommodation to make arrangements for late check-in.

Should you "no show" for your hotel reservation, cancellation penalties and/or charges may apply. Hotels can charge a cancellation penalty, dependent on the notice given. Conditions vary, especially during special event periods.

Please refer to your itinerary for the cancellation period relative to your hotel booking(s)

SEATING

Seating requests are not guaranteed by airlines and may be changed without notice

A no-show for your flight may cause all onward reservations to be cancelled.

Rules of Carriage

Multiple fare rules could exist for this selected fare. Please contact your Travel Manager for the complete rules and conditions of your airfare.

Booking Terms and Conditions

THANK YOU FOR BOOKING WITH FCM TRAVEL SOLUTIONS

The Booking Terms & Conditions that apply to your booking can be viewed online at <http://www.au.fcm.travel/booking-terms-and-conditions>.

Travel Insurance is strongly recommended by the Department of Foreign Affairs and Trade for all Overseas Travel.

(a) We receive payment from third party travel service providers when you use us to book travel and travel-related products and services with them on your behalf.

(b) Our liability to you is limited in certain situations, and we may charge you a cancellation fee(s) in certain circumstances. See our booking terms and conditions for further details.

Privacy Policy

Introduction

This Privacy Policy ("Policy") explains in general terms how Flight Centre Limited ACN 003 377 188 ("Flight Centre", "we" "our" or "us") protects the privacy of your personal information. We are firmly committed to protecting the privacy and confidentiality of personal information and maintain robust physical, electronic and procedural safeguards to protect personal information in our care.

What is personal information?

Personal information is information or an opinion, in any form (whether true or not) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.

How do we collect personal information?

Where practical we will collect personal information directly from you. Generally this will be collected by us when you deal with us either in person, by telephone, letter, facsimile, email or when you visit our website. We may request information about you when you purchase or make enquires about tickets or other products and services; when you enter competitions, register for promotions or when you request brochures or other information. We may also collect information when we invite you to complete surveys or provide us with feedback.

What personal information do we collect?

Generally, the type of personal information we collect about you is the information that is needed to facilitate your travel arrangements and bookings and to provide travel services and products to you. For example, we may collect details such as your name, mailing address, telephone number, email address, credit card number and expiry date, passport details, dietary requirements (if any) and health issues relevant to your travel arrangements. We also collect information that is required for use in the business activities of Flight Centre, including for example, financial details necessary in order to process various transactions and any other information you may elect to provide to us.

We are required by law to obtain your consent to the collection of sensitive information. We will assume that you have consented to the collection of all information which is provided to us for use in accordance with this Policy, unless you tell us otherwise.

When we act as agent

When we sell products and services to you, we usually do so as agent for the wholesaler or provider of those products and services. This means that we usually collect personal information about you, both for our internal purposes, and on behalf of the parties for whom we act as agent, for their internal purposes. Accordingly, the consent you provide under this statement to the collection of personal information by us, applies equally to the parties whose products and services we sell. For example, if you purchase a Qantas flight from us, then under this policy you will have consented to your personal information being used by us, being provided to Qantas to enable your flight to be booked and being used by Qantas for Qantas' purposes.

We act as agent for many hundreds of companies, so it is not possible for us to set out in this statement exactly how each of these companies will use your personal information, but we are happy to provide more specific information to you if you email your query to us at privacy@flightcentre.com.au.

FLIGHT NO-SHOWS

How do we use personal information?

We will use your personal information to provide you with travel and travel related products and services.

We may use and disclose your personal information for the purposes for which it was collected, or for a related or ancillary purpose such as any one or more of the following purposes:

- * Identification of fraud or error;
- * Regulatory reporting and compliance;
- * Developing, improving and marketing our products and services;
- * Servicing our relationship with you by, among other things, providing updates on promotions and services we think may interest you;
- * Involving you in market research gauging customer satisfaction and seeking feedback regarding our relationship with you;
- * To facilitate your participation in loyalty programs;
- * To analyse trends in sales and travel destinations;
- * For marketing activities; and
- * Internal accounting and administration.

Is the information disclosed to third parties?

We may disclose your personal information:

- * as permitted or required by law;
- * to various regulatory bodies and law enforcement officials and agencies to protect against fraud and for related security purposes;
- * to our third party service providers as well as to our related entities;

* to third parties such as airlines, hotels, car rental companies and other service providers for the purpose for which the information was collected or for a related purpose, for example to facilitate and process your travel arrangements;

* to third parties who may involve you in market research for the purpose of servicing our relationship with you and improving the services we provide; and

* to third parties for the purpose of analysing trends in sales and travel destinations.

The third parties to whom we disclose your personal information may also be taken to have collected your personal information in their own right, for their internal use. For more information, see the heading above, titled 'When we act as agent'.

Where we engage third party contractors to perform services for us those third party contractors may be required to handle your personal information. Under these circumstances those third party contractors must safeguard this information and must only use it for the purposes for which it was supplied, although we are not responsible for ensuring this.

Other than the above, we will not disclose your personal information without your consent unless disclosure is either necessary to prevent a threat to life or health, authorised or required by law, reasonably necessary to enforce the law or necessary to investigate a suspected unlawful activity. Trans-Border data flows

In providing our services to you it may be necessary for us to forward personal information to relevant overseas third party service providers. Please let us know if you have any objections to such transfers.

Security of information

Flight Centre has implemented appropriate physical, electronic and managerial security procedures in order to protect personal information from loss, misuse, alteration or destruction.

Flight Centre regularly reviews security and encryption technologies and will strive to protect information to the fullest extent possible.

Access and correction of personal information

Subject to the exceptions set out in the Privacy Act 1988 (Cth), we invite you to access and correct any personal information we may hold on you. If we deny access, we will provide you with the reason for such denial.

We may recover from you our reasonable costs of supplying you with access to this information.

Opt-out

Should you no longer wish to receive information on promotions and services we think may be of interest to you or participate in market research, kindly e-mail us on privacy@flightcentre.com.au.

Use of Cookies

A cookie is a small piece of text that is placed within the memory of a computer and can be later retrieved by web page servers. We use cookies to enhance your interaction and convenience with our website and do not use cookies to record any personal information.

Linked Sites

Our website may contain links to other sites. We are not responsible for the privacy practices or the content of such web sites. We encourage you to read the privacy statements of any linked sites as their privacy policy may differ from ours.

For Qantas Terms & Conditions of Carriage, please see FCM Online Home page and click to the URL page.

Feedback / Complaints

We welcome your inquiries or comments about our Policy. Should you have any comments or complaints please contact us at privacy@flightcentre.com.au.

Changes to our Policy

From time to time it may be necessary for us to review and revise this Policy. We reserve the right to change our Policy at any time, should this occur the amendment would be posted on our website.

