

Generated: 28 December 2020 11:31 GMT

Travel Arrangements for **MAHESWARAPPA SUJATHA/KAVITHA**

Booking Reference **N5RJ5C**

Customer Address

IBM INDIA PVT LTD
DI MANYATA EMBASSY BUSINESS PARK
NAGAVARA VILLAGE
BENGALURU KA 560045

AgentINDER SINGH

American Express Global Business Travel
DLF Center Court, Tower A
Ground, 1st & 2nd floor, DLF Phase V
Gurgaon Haryana India 122002
Email IBMGBT-INDIA@service.amexgbt.com
Phone :1860 419 1252
Phone 91 124 628 8329/ 91 124 628 5002

Thank you for booking your trip with us.

All of your travel arrangements can be found on the following pages of this itinerary.

Please check your travel details IMMEDIATELY to make sure they are correct. If your travel arrangements are NOT ACCURATE, please contact American Express Global Business Travel WITHIN 24 HOURS OF PURCHASE for regular transactions, or BY MIDNIGHT ON THE SAME DAY OF PURCHASE FOR EXCHANGE TRANSACTIONS, in order to avoid potential airline change fees.

To access your trip details online, visit <https://mytrips.amexgbt.com>

We hope you have a pleasant trip.



Travel counselor support in the palm of your hand 24/7



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Friday 01 January 2021

	02:00	Muscat (MCT) to Doha (DOH) Airline Booking Ref: MOKE9Y Carrier: Qatar Airways Flight: QR 4950 Status: Confirmed Operated By: Oman Aviation Services Origin: Muscat, Muscat (MCT) Departing: Friday 01 January 2021 at 02:00 Departure Terminal: Not Applicable Destination: Doha, Doha (DOH) Arriving: Friday 01 January 2021 at 02:40 Arrival Terminal: Not Applicable Additional Information <hr/> Class: Economy Distance: 448 Miles Estimated Time: 01 hour 40 minutes Aircraft Type: Airbus A330 Seat: Not Assigned Meal Service: Not Applicable Frequent Flyer Number: Not Applicable Meal Request: Not Assigned Number of Stops: 0
	08:00	Doha (DOH) to Stockholm (ARN) Airline Booking Ref: MOKE9Y Carrier: Qatar Airways Flight: QR 167 Status: Confirmed Operated By: Qatar Airways Origin: Doha, Doha (DOH) Departing: Friday 01 January 2021 at 08:00 Departure Terminal: Not Applicable Destination: Stockholm, Stockholm Arlanda Apt (ARN) Arriving: Friday 01 January 2021 at 12:40 Arrival Terminal: 5 Additional Information <hr/> Class: Economy Distance: 2868 Miles Estimated Time: 06 hours 40 minutes Aircraft Type: Boeing 787-8 Seat: Not Assigned Meal Service: Meal Frequent Flyer Number: Not Applicable Meal Request: Not Assigned Number of Stops: 0

Saturday 16 January 2021

14:25

Stockholm (ARN) to Dubai (DXB)
Airline Booking Ref: PBXG2N
Carrier: Emirates Airlines **Flight:** EK 158 **Status:** Confirmed
Operated By: Emirates Airlines
Origin: Stockholm, Stockholm Arlanda Apt (ARN)
Departing: Saturday 16 January 2021 at 14:25 **Departure Terminal:** 5
Destination: Dubai, Dubai International (DXB)
Arriving: Saturday 16 January 2021 at 23:50 **Arrival Terminal:** 3

Additional Information

Class: Economy

Distance: 2973 Miles

Estimated Time: 06 hours 25 minutes

Aircraft Type: Boeing 777-300

Seat: Not Assigned


Meal Service: Meal

Frequent Flyer Number: Not Applicable

Meal Request: Not Assigned

Number of Stops: 0

Sunday 17 January 2021

02:15

Dubai (DXB) to Muscat (MCT)
Airline Booking Ref: PBXG2N
Carrier: Emirates Airlines **Flight:** EK 866 **Status:** Confirmed
Operated By: Emirates Airlines
Origin: Dubai, Dubai International (DXB)
Departing: Sunday 17 January 2021 at 02:15 **Departure Terminal:** 3
Destination: Muscat, Muscat (MCT)
Arriving: Sunday 17 January 2021 at 03:30 **Arrival Terminal:** 1

Additional Information

Class: Economy

Distance: 223 Miles

Estimated Time: 01 hour 15 minutes

Aircraft Type: Boeing 777-300

Seat: Not Assigned

Meal Service: Meal

Frequent Flyer Number: Not Applicable

Meal Request: Not Assigned

Number of Stops: 0

Wednesday 17 November 2021

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Air Fare Information

Routing : MCT DOH STO
Passenger Type : ADULT
Base Fare : INR 69445
Airport Tax : INR 10556
TOTAL COST : INR 82323
Third Party Supplier Fee : INR 1600
Transaction Fee : INR 722
CHANGE : INR 0
Cancellation : INR 0
TRANSIT VISA : NO
DESTINATION VISA : NO
Purchase By : 0000 HRS ON 01 JAN

Routing : STO DXB MCT
Passenger Type : ADULT
Base Fare : INR 40650
Airport Tax : INR 8147
TOTAL COST : INR 50495
Third Party Supplier Fee : INR 976
Transaction Fee : INR 722
CHANGE : INR 0
Cancellation : INR 0
TRANSIT VISA : NO
DESTINATION VISA : NO
Purchase By : 0000 HRS ON 16 JAN

Additional Messages

Customer Number 1710002205

Important IBM Information

Please note that part of your travel information such as flight, car and hotel details will be passed to a trusted IBM services provider for the purpose of helping to ensure traveller health during crisis/emergency situations. Such services provider may be located and/or provide its services from a country outside your location in which data protection laws may not be as comprehensive as in your country. Please contact the Visa desk at your location to complete overseas insurance formalities. It is mandatory to activate the Insurance policy prior to your travel. Failure to comply will result in non activation of the overseas insurance & in case of medical assistance you will be liable to bear the expenses personally.

Contact your IBM travel call centre to make any changes to your itinerary or for en-route travel arrangements.

Primary Contact1860-4191252

Secondary Contact0091-124-6288329

From outside India +91-124-6288329

Fast access to continually updated country and city specific knowledge can be found at:

<https://w3-01.ibm.com/travel/travweb.nsf/ContentDocsByCtryTitle/United+States~Country+and+city+guides>

In preparation for your trip, at no additional cost, please review the Country Navigator (<http://www.countrynavigator.com/>) and complete Microinequities (http://learning2.atlanta.ibm.com/hr/global/leader.nsf/Content/8525758C%3A0056B2C9_), a brief, online course.

Both should help you work with people from other cultures more effectively.

Link for Country Navigator: http://www.countrynavigator.com/default_ibm.cfm

Link for Microinequities: http://learning2.atlanta.ibm.com/hr/global/leader.nsf/Content/8525758C%3A0056B2C9_

Immigration Compliance ALERT!

Employees are required to review immigration requirements prior to all cross-border travel and to comply with the Business Conduct Guidelines at all times.

URL: <https://bluepages.ibm.com/password/vendor/auth/login.wss?code=vmt>

Going Somewhere? Watch these videos before participating in immigration, visa, or cross-border activities.

http://calmedia.atlanta.ibm.com/video/immigration/html/immigration_compliance_general.php

URL: http://calmedia.atlanta.ibm.com/video/immigration/html/immigration_compliance_general.ph

It is the responsibility of the IBM traveller to check a country's Travel risk rating on the IBM travel website at w3.ibm.com/travel prior to departure

Pre-Trip

Before you travel, review the following:

Itinerary: Review for accuracy. If there are errors, contact American Express Global Business Travel within 24 hours to

Cross Border Travel Assessment Tool to assess requirements: <http://w3.ibm.com/hr/travel/cbta>. A CBTA assessment number is required for travel booking. Please refer to the Cross Border Travel Assessment Community for a quick introduction to the tools and importance of immigration and posted worker compliance: <https://w3.ibm.com/w3publisher/cbta>.

Required Identification for the airport of departure and type of travel. Typical

Domestic: Government-issued photo ID

International: A passport that is valid for at least 6 months after the departure date and/or required visas

Confirm with your airline close to the departure date as requirements change.

Recommended airport check-in time:

Domestic: 2 hours prior to flight

International: 3 hours prior to flight

Security: IBM Travelers are responsible for checking their destination country's Travel Risk rating prior to departure:

<https://w3-01.ibm.com/hr/web/travel/advisories/index.html>

IBM's Travel Policy: http://w3-01.ibm.com/hr/web/travel/policies/travel_policy.html

IBM Traveler Benefits: Learn about offers negotiated exclusively for IBM employees:

https://w3-01.ibm.com/hr/web/travel/policies/ibm_traveler_benefits.html

On Trip

The following is provided for your information:

Travel Booking Changes: Contact American Express Global Business Travel at the number indicated at the top of this itinerary or use the AMEX GBT mobile app to chat live with a travel agent.

International assistance (medical, security, travel): Contact International SOS. For more information, visit:

<http://w3-03.ibm.com/security/secweb.nsf/ContentDocsByCtryTitle/Corporate~Travel+security>

Recommended: Download the ISOS Membership App to connect with a worldwide team of physicians, nurses, security and other experts 24 hours a day, 7 days a week

Duty of Care: Travelers are advised that some travel information (flight, hotel, car rental) is passed to ISOS to ensure unexpected traveler health issues can be supported during emergency situations.

Loyalty Programs: American Express forwards loyalty program numbers to vendors as a courtesy. Please verify receipt of numbers upon check-in.

Hotel Information: Hotels are guaranteed for late arrival to your credit card unless indicated otherwise. Cancellation policies will vary based upon whether the specific hotel property has an agreement with IBM, so check cancellation policy as shown in the itinerary.

Important: For expense reclaim purposes, ask the hotel to include the IBM address/VAT number on the hotel invoice when appropriate.

For help with IBM Travel and Expenses, chat with the IBM AskHR Bot <https://w3.ibm.com/hr/askhr/home>

American Express Global Business Travel Office and Communication Addresses

Gurgaon DLF Center Court, Tower A, Ground, 1st & 2nd floor, DLF Phase V, Gurgaon, 122002

Chennai Regus Citi Centre, 640 , Level 6, 10/11 Radhakrishnan Salai, Mylapore, Chennai, 600004

Mumbai Regus Business Centre Private Limited, Level 2, Raheja Centre Point, 294 CST Road, Near Mumbai University, Santacruz (East), Mumbai 400098

Bangalore Maruti Info Tech Center, B-Block, 3rd Floor, Koramangala Intermediate Inner Ring Road Domlur, Bengaluru, 560071

Important Information

COVID-19 Updates

Click here to access Travel Vitals <https://travelvitals.amexgbt.com> for the latest information and advisories compiled by American Express Global Business Travel.

For important information regarding your booking, in particular, in relation to the conditions applying to your booking, managing your booking and travel advisory, please refer to www.amexglobalbusinesstravel.com/booking-info.

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