When calling CI Travel, Do not work with *“*the first available agent.” Please ask for one of the designated agents listed below.

At the time you contact an agent, you should be prepared to provide your credit card number for hotel and rental car reservations.

**Please review all itineraries upon receipt.  Your name on airline reservations must match exactly your name as shown on your government issued picture identification. If there is any discrepancy, the airline could deny you boarding status.**

Agents are only available 8 am – 6:00 pm. Only *emergency* phone calls should be made to CI Azumano Travel weekdays after 6:00 pm but before 8:00 am Eastern Time Zone or any time on Holidays, Saturday and Sundays. After-hours phone calls transfer directly to Worldwide AMEX Travel Customer Service and carry a $20 fee per phone call. Unless you are actually on travel or the situation is very urgent, you should work with our travel agents only during 8 am-6pm, Monday through Friday. For non-emergency After-Hours phone calls, the $20 customer service fee could be passed on to you.

Nardy Tello will serve as the Primary Agent. If she is unavailable, please contact one of the other three agents listed here.

**Nardy Tello**: ntello@ciazumano.com 888-461-0022, Ext 3818;

Or local: 461-0022, Ext 3818.

Current office hours are 8:00 am to 4:30 pm Monday-Friday

**Eleanor Whitney**:  ewhitney@ciazumano.com; 888-461-0022, Ext 3817;

Or local: 461-0022, Ext 3817**;**

Current office hours are 8:30 am to 5:00 pm Monday-Friday.

**Danette Pevec:** dpevec@ciazumano.com;

(757) 461-0022 | 1 (888) 461-0022 | Direct: Extension 4117

Current office hours are 9:00 am to 5:30 pm Monday-Friday

**Sarah Farris**: sfarris@ciazumano.com;

(757) 461-0022 | 1 (888) 461-0022 | Direct: Extension 1381



**\*\*\*\*\*\*\*** Airfares are never guaranteed until Purchased

 **\*\*\*\*\*\*\*** Contact the individual agents for their office hours, Eastern Time Zone Monday-Friday

[**East Coast Office**](http://r20.rs6.net/tn.jsp?f=001fd0OzEUQnTHXGbWOrdgf0IIHjReHdwZuzNaXRzg7W_i-LHiwytxbNw_iHkpZV3xl-_Cfq0jP9YQkvN9nsZiMfBGt0OT2amw7dHx5PvIr9rz2IYh1YTQQEFDCr98r1UsXUaOIplaysPgmwo46xBuDKj5UqjLzTsm3b__0ENQKTmmjx8nk6EplnZ4RtbBkTiEWya7nKMMnnGY-OdUlRVeAEFantzNMWF8alPHFz0FofKA7HSaR2ybcQTmb2HM-H7-6Dh7ap0KZA5_7a9QD6BNwGmhx8raAicDroYExZX9skyJreP81NeVwbJSUvmWUljEc0Bbtvn4tuNDoBiVTZ73_tanF7N2ivNdWRHiE6heo6aQ02GZotZK3mdllufMNb4rjX7cWv3lX3Aos4qDqnNQyW-THcXgOORtwPgPkOhcGLbdCm1Cu9HErgLyEAh1hck2Ty83sh6CbelgIn16UdBcd4A==&c=BjvDxbreShTaUswT7_bQJ6BqolkvAyRicYuMcBfdpEICU-s-eKTpfA==&ch=_i4sxVCQ_eWCa56dDvwR-ibu_ve8PnNVy8b3zbHv5jAcACSrbguvjA==)

**CI Travel** 757-461-0022-Business

192 Ballard Court, 757-892-3800*-Fax*

Virginia Beach VA 23462 888-461-0022-Toll Free