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 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 four 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**;** (Not available on Wednesdays.)

Current office hours are 9:00 am to 5:00 pm Monday, Tuesday, Thursday and Friday.

**Trudi Gresham:** tgresham@ ciazumano.com; 888-461-0022, Ext 3809;

Or local: 461-0022, Ext 3809;

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

**Brandy Moore:** bmoore@ ciazumano.com;  888-461-0022, Ext 3832

Or local: 461-0022, Ext 3832;

Current office hours are 9:30 am to 6:00 pm Monday-Friday

**Marla Hocutt:** mhocutt@ ciazumano.com; 888-461-0022, Ext 3812

Or local: 461-0022, Ext 3812;

Current office hours are 9:30 am to 6:00 pm Monday-Friday



**\*\*\*\*\*\*\*** 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