



# JEUNESSE TRAVEL POLICY DOCUMENT

## GLOBAL

Jeunesse is proud to offer Distributors the unique opportunity to earn a trip of a lifetime! Multiple levels of promotion are offered, giving Distributors the chance to choose their goal and work toward achieving a) a trip for one sharing a room with another trip earner or b) a trip for two sharing a private room. Various levels of airfare vouchers are also offered. We encourage Distributors to make the most of this exciting chance to make memories with Jeunesse Travel.

### TRIP ATTENDANCE GUIDELINES

Trip earners at all ranks below Diamond Director must attend the Jeunesse Travel Trip for the region where their business is registered and may only attend one Jeunesse Travel trip with costs covered by Jeunesse, per the trip promotion. Trip earners who achieve the rank of Diamond Director or above prior to the trip qualification deadline, and qualify for the trip, may attend one Jeunesse Travel trip in the region of their choice with costs covered by Jeunesse, per the trip promotion. Highest achieved rank is defined as the highest rank ever earned. Temporary rank assignment purchased via promotions and special programs is not an achieved rank.

### RSVP REQUIREMENTS

Trip earners are required to RSVP for the trip for the region where their business is registered via the online RSVP system in Joffice™. RSVPs must be received by the date indicated in the TRIP INFORMATION & FAQ document related to their region's trip; otherwise, space is not guaranteed. Note: If you DO NOT RSVP and you show up on-site, or show up with guests that have not been previously approved and RSVPd for, it is not guaranteed that we will have airport transfers or a hotel room to accommodate you. If we can accommodate you, you will be charged for the guests according to the charges outlined in the TRIP INFORMATION & FAQ document for that trip.

### AIR TRAVEL VOUCHER

Once the RSVP is submitted through the online registration system, trip earners will be responsible for booking their own roundtrip flights. You will receive the face value of the airfare receipt submitted, **UP TO** the total amount earned. Note that the receipt **MUST** include the flight itinerary. To receive reimbursement, each of the following steps must be followed, or reimbursement will not take place.

- You **MUST** check in at the Jeunesse Travel desk upon arrival to the hotel of your trip destination to be eligible for airfare voucher reimbursement.
- You must upload your airfare receipt to the "Uploads" section of Joffice no later than 14 business days after the official departure date of your given trip. Your airfare receipt must

include the itinerary showing the destination of the trip and dates that correspond. Any submissions beyond 14 days after the last day of the trip will not be reimbursed.

Reimbursements will be issued 30 days after the close of the trip, after you have uploaded the receipt(s) to the "Uploads" section of Joffice.

### ACCOMMODATIONS

Each trip earner will be provided with accommodations in a standard guest room. Trip earners who receive a "full trip for two" will receive one double occupancy room and will room with their chosen guest, who may be another Jeunesse Distributor. Trip earners of all ranks who receive a "full trip for one" will receive one bed in a double occupancy room and can choose the person with whom they would like to share the room, IF BOTH trip earners inform Jeunesse of their request before the close of the RSVP process. Please send an email with your request to [Incentives@JeunesseHQ.com](mailto:Incentives@JeunesseHQ.com) and submit the request through the online RSVP system in Joffice. If no rooming request is made, trip earners of all ranks who receive a "full trip for one" will be paired with another "full trip for one" earner of the same gender.

### AIRPORT GROUND TRANSFERS

When possible, ground transportation will be provided between the airport and the hotel on official arrival and departure days only.\* Ground transportation will only be available to and from the main airport of your destination, as designated in the TRIP INFORMATION & FAQ document. Anyone arriving prior to or staying beyond the official trip dates will be responsible for their own transfers. In order to ensure ground transportation, accurate flight information must be submitted to Jeunesse via the RSVP or your region's Distributor Support department no later than the deadline indicated in the TRIP INFORMATION & FAQ document for your region's trip. Please Note: Ground transportation is not guaranteed. For more information, refer to the FAQs in Joffice or visit [JeunesseTravel.com](http://JeunesseTravel.com).

\*In some cases, airport transfers will NOT be included. Please refer to the TRIP INFORMATION & FAQ document for your trip to confirm availability.

### MEALS

We always aim to provide most meals on our Jeunesse Travel trips. There are, however, circumstances when this may differ. Which meals are included will be noted in the final itinerary. We always recommend that you have some cash or alternate payment options on hand for any meals that are not included.

## INCIDENTAL CHARGES & HOTEL DAMAGES

No incidental charges are covered. If any extra fees are incurred during your stay and are charged to Jeunesse after the stay (room damages, smoking fees, etc.), the fees incurred will be charged to the Distributor's Wallet.

## ACTIVITIES

We want you to get to know the amazing destination of your region's Jeunesse Travel trip; therefore, some activities will be provided, and you will also get some free time to INDULGE. DISCOVER. EXPLORE. on your own. It is our expectation that those in attendance participate in scheduled activities.

## CASH-IN-LIEU

Cash-in-lieu of attendance is NOT permitted.

## TRIP TRANSFERS

At our discretion, you may be able to transfer your earned Jeunesse Travel trip and airfare vouchers to another Jeunesse Distributor. The fee to accommodate a transfer is \$500 USD. This fee would be payable via Wallet or credit card immediately upon approval of the transfer. Transfers MUST be requested and completed no later than 30 days prior to the trip's official arrival date. Please note that there may be scenarios when trip transfers are NOT available. Please see the TRIP INFORMATION & FAQ document for your trip to confirm.

## TAX REPORTING

Cost of accommodations, meals, gifts, prizes and activities will be reported as taxable income to the appropriate tax authority, where required. In the case of an approved transfer, the Distributor taking the trip will be the one whose account will be reported, where required.

## CANCELLATION & NO-SHOW FEES

Jeunesse must receive notification of any cancellations for your Jeunesse Travel trip no later than 30 calendar days prior to the official start date of the trip. Any earner who cancels after this date will be charged a cancellation fee of \$2,000 USD per person via a Wallet deduction. Should your Wallet not have enough funds for the full deduction at once, it will be reduced by whatever amount is available until the full amount has been deducted. **Should you confirm that you are attending and not show up, the same process applies and a No-Show Fee in the amount listed above will be charged immediately to your Wallet.**

## FEE STRUCTURE FOR CHANGES ON-SITE

It is always recommended that you RSVP and make any special requests as it relates to guests prior to the deadlines listed in the TRIP INFORMATION & FAQ document for your region's trip. If it is required that we make changes after any approved deadlines, and/or on-site at the Jeunesse Travel trip's check-in, there will be fees charged in the following categories.\*

- Guest name change: \$100 USD  
Guest name change (the original name remains the same and ONLY the guest is changed) for earners of a trip for two that change names on-site (person stays within the same room).
- Roommate change: \$100 USD  
Roommate changes on-site. Sharer switches with another sharer (based on room availability).
- Trip transfer: \$500 USD  
Distributor transfers their earned trip to another Distributor.

- Extra guest addition on-site: \$500 USD  
Adding a guest, including an infant, child, or anyone that is not already on the RSVP list in the same room. (If an additional room is required, there will be an additional charge.)

All fees are non-refundable and transfers are subject to room availability and prior approval.

All fees are subject to room availability and tour capacity. It is therefore recommended that you RSVP on time and make sure to let Jeunesse know of any changes within the deadlines put forth in the TRIP INFORMATION & FAQ document.

*\*Fee listings do not guarantee availability or approval on-site. See "EXTRA GUEST BUY-IN POLICY" section for more information.*

## DISTRIBUTOR RESPONSIBILITIES

Distributors must be active and in good standing with the company from the date of qualification through the trip dates, to participate in the promotion. "Active" means a Distributor has generated 60 CV per month. If the Distributor does not meet these qualifications, the earned trip and any airfare vouchers will be forfeited. Trip earners are responsible for making sure they have a current passport with an expiration date that is at least six months after the trip end date, and if necessary, a visa and/or any other document or immunizations required to enter the country or countries. Trip benefits will be denied if they are the result of a violation of Section 6 of the Policies & Procedures.

## EXTRA GUEST BUY-IN POLICY

When space is available, we allow our Distributors to bring additional guests, such as a family member or spouse, on the trip. The following is the order in which guest requests are approved.

1. Trip earners of a "full trip for one" or a "full trip for two" will be allowed to bring guests in the following priority, pending availability:
  - a) Total value of trip promotion earned
  - b) Rank
2. Trip earners must inform Jeunesse of their intended guest(s) on or before the final day of RSVP for their region's trip as listed in the TRIP INFORMATION & FAQ document for that trip. Notification must be made via email to [Incentives@JeunesseHQ.com](mailto:Incentives@JeunesseHQ.com) AND through the online RSVP system in Joffice™. A Jeunesse representative will reach out within 14 days after a request has been submitted, if your request has been granted.
3. Trip earners whose guest(s) has/have been approved by Jeunesse are responsible for booking and covering the cost of airfare for guest(s). There will be an additional cost per guest, to be paid to Jeunesse, for hotel accommodations, meals, planned activities and ground transportation during the trip.
4. Guests may be a Jeunesse Distributor. However, if the guest is NOT a Jeunesse Distributor and the account holder cannot attend, the guest may also not attend.
5. Guests can be children.

**THESE POLICIES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**