



ECONOMIC DEVELOPMENT FOR CENTRAL OREGON

FINAL REMINDER - Travel Bank Funds Should Be Used by February 28

Dear Delta Airline Travel Bank Participant,

AIRLINE TRAVEL BANK FUNDS SHOULD BE USED BY FEBRUARY 28, 2006.

While most travel bank participants have used the majority of their ATB funds, we want to remind participants that the end of February marks Delta's first year of service in Redmond to Salt Lake City. As such, travel must be booked by the end of the month in order to successfully use the remainder of your ATB funds (travel need not occur before this time, but must be booked and paid for from ATB accounts).

As the funds on your ATB card diminish you may find it challenging to use the remaining balance. Unless the fare is exactly the same (or less than your remaining ATB balance), the travel cannot be booked online. Therefore, it is important to know your remaining balance before booking tickets.

The best way to determine what amount you have remaining in your ATB account is to call the number on the back of your card (1-888-237-6828) and REFERENCE THE ACCOUNT NUMBER ON YOUR STATEMENT (the number on the back of your card represents the "umbrella" account for the region's travel bank, NOT your individual account).

There are a few options you can employ to effectively use all of your ATB funds, but option 1 is the most convenient and effective:

1. Book your travel through a Travel Agency using two forms of payment.

For example, if you want to purchase \$500 worth of travel and you only have \$300 left in your ATB account, a travel agent could effectively charge \$300 to your ATB card and the other \$200 to another card (or other form of payment). While you may incur a fee by virtue of working with a Travel Agency (which will be charged back to you on your next ATB statement), this is by far the most clean and convenient way to make sure all your ATB funds are used. One important thing to remember when choosing this option is that the Travel Agency cannot determine the remaining balance in your ATB account, so you will need to make sure you know the dollar amount to be charged to your ATB card.

There is a complete listing of travel agencies in the yellow pages. If you would like the names of local agencies we've worked with using ATB funds, please contact us.

2. Contact Delta Air Lines Reservations directly at 1-800-221-1212 for your final ticketing transaction.

Delta Air Lines WILL NOT accept dual payments over the telephone, however they will make the flight reservations and you may purchase the ticket with two forms of payment at the ticket counter. Again, Delta Air Lines will not be able to determine the balance in your ATB account so make sure you know this information in advance.

3. Request a Travel Voucher from Delta in the amount of the unused funds in your ATB account.

If at the END of Delta's first year of service in Redmond (February 28, 2006) you still have unused funds on your ATB card, you may request a Travel Voucher from Delta for the balance. Vouchers received for the remaining balances will be valid for 90 days, and must be redeemed at the ticket counter. Vouchers may not be used for travel booked on-line or through a Travel Agency.

As always, please feel free to contact us at 541-388-3236 with any questions or concerns you may have regarding the ATB program.

Thank you again for your outstanding support of expanded air service in Central Oregon!