New! AUTEC Flight Payment Instructions

Payment:

Official visitors to Andros Island, Bahamas (Range Users and Business Visitors) have three options for payment of airfare on the AUTEC aircraft. The <u>preferred</u> method is to pay in advance at the time the reservation is made (using a Visa, Master Card or American Express) by calling the Travel Coordinator at 561-671-2741. (*Note: Credit card will be charged - same day*). The Travel Coordinator will email your receipt via digital signature or fax. A traveler may also call back 3-4 days prior to flight time to pay in advance, or pay directly at Air Operations during check-in at which time a receipt will be provided.

Group Reservations via Travel Spreadsheet:

Credit card information will not be accepted via the spreadsheet. Prefer Range Users individually call the Travel Coordinator to process credit card information and confirm completion. Or, individuals may opt to pay at check-in.

Cancellation/Refund:

It is the traveler's responsibility to contact the Travel Coordinator to cancel the reservation in advance of the travel dates. Cancellations and refunds will be processed upon phone call or cancellation email from traveler. A receipt will be emailed via digital signature or faxed. Refunds for weekend cancellations will be processed the next business day.

Andros Island Departure Refund:

For Andros Island departures, contact the Range User Coordinator (RUCORD) at 561-655-5155 Ext. 4642 for reservation cancellation (Range Users should also contact their Test Program Manager of intent to cancel). For refunds, contact the Travel Coordinator at 561-671-2741.