Global Travel

Complete Travel Services

Introduction

Global Travel is a full-service, multi-branch travel agency, which was founded in 1970. Our specialty is corporate travel.

Global Travel has five branches: Philadelphia, Pennsylvania; San Francisco, California; Chicago, Illinois; Miami, Florida; and Houston, Texas. Each of these offices is operated by a team of qualified managers and experienced agents whose goal is to provide your company with quality service at the lowest price.

Customer Service

We at Global Travel feel that communication with our corporate accounts is essential for providing good service. Each corporate account is assigned to a specific account executive. Your account executive will be available to answer any questions and provide you with any information that you request.

The corporate travel division of Global Travel is designed to offer the best and most professional service available to your business travelers. We encourage you to tour our facility and meet our staff at your convenience.

International Travel

We offer complete international itinerary assistance. We maintain a supply of passport and visa applications so that we can provide the necessary papers to our clients with minimum delay. Our International Rate Program guarantees you fast and accurate pricing, no matter how complicated the itinerary.

Hotel Accommodations

Our Corporate Hotel Program is the most competitive and comprehensive program in the world, offering corporate travelers cost savings and extra amenities in most business locations. Global Travel has access to more than 10,000 hotels worldwide, with a range of rooms from economy to luxury. This selection offers your corporate travelers the accommodations they want with a cost savings of 10-30% off the regular rates.

Corporate Profiles

Your company profile will be stored in our computer, and individual profiles will be maintained on each frequent traveler. Each profile will contain information regarding passport information, seating preference, car rental preference, frequent-flyer membership number, and corporate discount numbers. This information ensures that we can provide frequent travelers fast, cost-effective itineraries.

Worldwide Services

Global Travel's Reservation Center will handle all of your weekend and after-hour reservations and changes. The reservation center can be dialed toll-free 24 hours a day. The worldwide service emergency numbers will be clearly marked on your travel itineraries.

Discounts

Global Travel guarantees the lowest air fares available. Due to the volume of tickets that we issue, several of the large air carriers offer us special discounts that we can pass on to our clients.

Our quality-control specialists check each of your tickets to guarantee that you have received the lowest rate available. In addition, each ticket is checked to ensure that it includes seating assignments and boarding passes before it is delivered to you.

Deliveries

Our courier makes daily deliveries, both in the morning and afternoon, to offices within 20 miles of our local branch. All of our offices, each located across from the local airport, have drive-up windows. If you make last minute travel plans with us you can pick up your ticket right at the drive-up window.

Auto Rentals

We guarantee the lowest prices on all car rentals. We will match the type of car with the information provided in the profile for each of your frequent travelers. Each car that is rented through Global Travel carries an extra $50,000 worth of liability insurance.

Additional Services

Global Travel also provides the following services for our corporate customers:

Newsletter

All clients receive our monthly newsletter, detailing fare increases, fare decreases, special fares, and basic travel news.

Telex

Telex service is available for international hotel confirmations.

Personal Vacations

Our corporate clients are invited to discuss their vacation and personal travel plans with an agent from Global Travel's Vacation Division. Our Vacation Division is skilled in both domestic and international travel.

Flight Insurance

We will supply all clients with $250,000 worth of flight insurance for every trip arranged through Global Travel.

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Vision Office Products

Employee Benefits and Services

Vision Office Products offers a comprehensive package of employee benefit programs. Below is a summary of those programs.

Health Insurance

Health care expense protection for you and your family.

The Medical Plan is designed to provide valuable protection for you and your insured family members against the rising costs of health care. It pays the major share of hospital, surgical, and medical expenses whenever treatment is needed for illness, injury, pregnancy, or childbirth.

The Medical Plan is made up of two types of coverage:

Basic coverage pays the full cost of covered expenses for in-hospital care certified as necessary by the Patient Advocate Program (as described in the following pages), as well as certain outpatient services related to hospitalization, surgery, or emergency care.

Major Medical coverage pays benefits toward a broad range of medical services and supplies, including surgery, anesthesia, doctor’s visits, diagnostic services, emergency care, and other specified expenses.

Plan costs

The Company pays the full cost of your coverage under the Medical Plan. The Company also pays the major share of the cost of Medical Plan coverage for any eligible members of your family (that is, your spouse and unmarried dependent children to age 19 or to age 25 if a full-time student) whom you elect to enroll in the Plan. Your monthly contributions for family coverage are listed on a separate sheet in the pocket of this handbook.

The Patient Advocate Program

The Patient Advocate Program is managed by a team of health care professionals who will provide you with information about the alternatives available to you before you receive hospital or surgical treatment. In addition to helping you determine if hospitalization is necessary and appropriate, your Patient Advocate representative (a specially trained registered nurse) can assist you in obtaining second surgical opinions when needed (as described later in this handbook), and answer questions about other health-related matters.

The Patient Advocate Program works in conjunction with your hospital coverage to help ensure that you receive the highest quality of health care available, while helping you avoid unnecessary or prolonged hospital stays.

All full-time employees are eligible for coverage under these plans. If you enroll, coverage will commence on the first day of the month after the month in which you begin work.

Dental Insurance

The Dental Plan pays benefits toward a wide range of dental services and supplies, including preventive care, restorative services, and orthodontic treatment for you and your insured family members.

Plan costs

The Company pays the full cost of your coverage under the Dental Plan.

If you elect Dental Plan coverage for any of your eligible family members, the Company also pays the major share of the cost of their coverage. Your monthly contributions for family coverage are listed on a separate sheet with this handbook.

Disability Plans

Your disability benefits are designed to continue all or part of your pay if you are unable to work due to illness, injury, pregnancy, or childbirth. Protection is provided for temporary disabilities lasting up to 26 weeks or for more serious disabilities lasting longer than 26 weeks.

Your disability benefits are made up of two types of coverage:

Short Term Disability Plan coverage continues 50% or all of your pay for up to 26 weeks, based on your length of service.

Long Term Disability Plan coverage continues 60% of your pay after you have been disabled for 26 weeks and throughout your disability ⎯ generally up to age 65.

Profit Sharing and Retirement

The Company Profit Sharing Retirement Plan lets you share directly in the Company’s growth and success, contributing to your financial security for the future. You become a Plan participant after you have completed one year of service (minimum 1000 hours) with the Company.

Company contributions

Once you become a Plan participant, the Company automatically begins making annual basic contributions to the Plan on your behalf equal to 6% of your annual pay, up to $15,000 each.

Wellness Program

Routine physical examinations

The Company will reimburse you up to $300 for routine physical examinations performed by your personal physician after two years of employment and every two years thereafter if you are under age 35, or after one year of employment and annually thereafter if you are age 35 or over.

Please consult your Human Resources Department for more information.

Vision care

If you spend more than half of your time working at a video display terminal, the Company will pay up to $115 a year toward the cost of covered vision care expenses, including eye examinations, eyeglasses, and contact lenses.

Weight reduction programs

The Company will pay benefits toward the cost of your participation in a weight reduction program when offered at your work location, or offsite when not available at your location.

Time for yourself

In addition to our Flextime Advantage program, Vision Office Products offers an extremely competitive group of time off options. Time off options include the following:

Vacation Plan: To satisfy your preferences as well as to meet the staffing needs of the department, please discuss your vacation plans well in advance with your supervisor.

Holidays: Full-time employees are eligible for ten (10) paid holidays in each calendar year.

Sick days: At the beginning of each successive year, an employee is given an additional six (6) days. These will accrue to provide a maximum of ten (10) sick days.

Sabbaticals: After you have completed ten years of employment and every fourth year thereafter, you are eligible for an extra two weeks off with pay.

Personal days: See your employee handbook for the specific number of days permitted.

Family leave: See your employee handbook for specific details.

Study time: Study time is granted on an individual basis and is subject to your supervisor’s and Mr. Taylor’s approval. You may be eligible if you — are enrolled in a company approved education program — have been with the company for at least one year.

Parking

Employee parking is provided. Vision Office Products employees have access to several parking lots in the area. You will be assigned to one of the following parking lots:

For your safety, please cross only at the crosswalk.

Automatic Paycheck Deposit

Many of our employees find it convenient to have their regular paycheck automatically deposited in their bank account. If you would like to make a similar arrangement, contact the Accounting Department.

Benefits and term of employment

The existence of these employee benefits and plans, in and of themselves, does not signify that an employee will be employed for the requisite time necessary to qualify for these benefits and plans.

Our group health insurance program can be continued if you leave the company under guidelines described by Federal Law. You will receive a detailed explanation of this privilege.

Chocolate

Chocolate is probably the world's favorite food. You can drink it hot or cold, or eat it as a snack or as part of a meal. It is made into pies, cakes, cookies, candy, ice cream and even breakfast cereal. It is nourishing, energy-saving and satisfying.

Chocolate came to us from Mexico, by way of Europe. When the Spanish explorer Cortez arrived at the court of Montezuma, the Aztec Emperor, he found him drinking a cold, bitter drink called Chocolatl. It was made from seeds of the cacao tree, ground in water and mixed with spices. Montezuma gave Cortez the recipe and some cacao and vanilla beans. Cortez took them back to Spain, where the Spanish king and queen quickly improved the drink by adding sugar and having it served hot. For about a hundred years, chocolate was exclusively a royal Spanish treat. But once the secret leaked out, the upper classes in most of the European capitals were soon sipping hot chocolate. From Amsterdam, the Dutch settlers brought chocolate to the American colonies, and in 1765 a man named Baker started a chocolate mill near Boston.

A hundred years later, a man in Switzerland found a way to make solid sweet milk chocolate, and a great candy business was born. Chocolate companies like Nestle‚ and Hershey need a lot of cacao beans. About one-third of the supply, over 350 thousand tons, is imported each year from the African country of Ghana. Ghana is the world's largest supplier of cacao beans. For many years, chocolate was made by hand. Now machines do most of the work.

THE CHOCOLATE FACTORY has been specializing in the finest chocolate products for over 50 years. Stop in and sample some of our outstanding chocolate delights.