

Cuba Travel

To: Omega Employees
From: Karla Lobo
Cc: Gloria Bohan, Goran Gligorovic, Betsy Amos, Nadim Hajje
Date: March 7, 2016
Re: Cuba Travel

While travel restrictions to Cuba have been greatly relaxed, there are restrictions that still remain in place. As a result, Omega must maintain records showing that we are in compliance with the rules. ASTA has provided an information sheet and form setting forth the current rules. Omega has been advised by legal counsel to obtain a completed form from each traveler requesting travel to Cuba **prior to ticketing**. The interpretation of the various categories of visits has been expanded, but we still must be sure that our customers fall within one of the permitted categories. ***The United States Government requires us to keep all completed forms on file for a period of 5 years.***

Please follow the following guidelines prior to ticket issuance:

- **Sabre Agents** - Make reservation following the ticketing time limit
 - If booking in Sabre, use the Cuba Travel App. This App will pre-populate the form with basic traveler information and automatically email it to the passenger to complete. The GDS will prompt you with a message, image below:



The GDS will send a message to the carrier validating the data provided by the passenger as an SSR message. i.e. **SSR OTHS YY ASTA 31 CFR 515576 ACTIVITIES OF PRIVATE FOUNDATIONS RESEARCH OR EDUCATIONAL INSTITUTES**

- **Apollo Agents** -The GDS does not provide the same tools as the others. Please use the attached official ASTA form. Make sure to have the client complete the form prior to ticketing.



- **Amadeus Agents** -The GDS does not provide a document but it does provide a Smart Key that can be used to validate the information received from the passenger. The Smart Key is named CUBA and can be found under the Public Smart Keys. Image below:

The GDS will add the following on the remarks field, i.e.

RM CUBA TRAVEL VALIDATED