

## TRAVEL ARRANGEMENTS FORM

**IMPORTANT:** It's very important that we have a record of your travel arrangements so that we can insure that all people/guides who are scheduled to meet you know where to go and when to be there. This information gives us exact details of where you will be and when so that proper arrangements can be made ahead of time to ensure a safe, efficient and worry-free journey.

If we didn't arrange your transportation to the trip departure point **please** make sure we get this information at least 60 days before your departure.

\*\*\*\*\*

Names of passengers:

- |           |           |
|-----------|-----------|
| 1.) _____ | 2.) _____ |
| 3.) _____ | 4.) _____ |
| 5.) _____ | 6.) _____ |

Tour Name or Code: \_\_\_\_\_

Tour Date(s): Begin: \_\_\_\_\_ End: \_\_\_\_\_

### **Flight Arrangements:**

\*\* How are you **ARRIVING** to the trip starting point ? (please be thorough)

<u>Date:</u>	<u>From / To</u>	<u>Airline / Flight #</u>	<u>Departure Time / Arrival Time (AM/PM)</u>
_____	_____	_____	_____
_____	_____	_____	_____

\*\* How are you **DEPARTING** from the trip finish point (usually a city) ?

<u>Date:</u>	<u>From / To</u>	<u>Airline / Flight #</u>	<u>Departure Time / Arrival Time (AM/PM)</u>
_____	_____	_____	_____
_____	_____	_____	_____

### **Other Arrangements:**

If you are taking transportation other than airplane please let us know which kind - (car, bus, ferry, train, truck, boat, burro, etc.) Please provide full details...

\_\_\_\_\_

\_\_\_\_\_

Will you be driving? If so, when do you expect to arrive at the departure point?

\_\_\_\_\_

Where will you be departing from to reach the trip departure point?

\_\_\_\_\_

Is your Estimated Time of Arrival going to be early? If so, where will you stay or where can we reach you ? (Include phone, fax, e-mail, or address & contact name)

\_\_\_\_\_

\_\_\_\_\_