

## Santa Barbara Choral Society Individual Travel Request – San Francisco

**You are strongly advised to submit this form as soon as possible since airline seat availability is very limited.**

ACFEA is pleased to offer a limited number of services to those members of our groups who wish to make individual travel arrangements. We are not a retail travel agency, however, and cannot offer the full range of services that your local travel agency could.

**WHAT ACFEA CAN DO FOR YOU:**

- \* Make alternate or additional air arrangements  
(There is a fee for this service, as indicated below)
- \* Purchase Eurail and other rail passes
- \* Book rental cars

**WHAT ACFEA CANNOT DO FOR YOU:**

- \* Make air arrangements for those who wish to use a free ticket from a frequent flier program. You must speak directly to the airline whose miles you wish to cash in. A surcharge will be applied to the land price of anyone not using air arrangements made by ACFEA.
- \* Reserve individual hotel rooms
- \* Make train reservations nor purchase individual train tickets (except rail passes)

**PLEASE NOTE:**

- \* ACFEA charges an administrative fee to change air reservations. This fee is \$75 per person until 120 days before the group's departure and \$150 thereafter. This fee is in addition to any fees or airfare differences charged by the airline.
- \* Rules governing group airfares are very complex and vary with each airline. Some considerations that may apply to your case include: a) travel in one direction (usually outbound) must be with the group; b) the group airfare guarantee may not apply to those not traveling entirely with the group; c) the same airline must be used in both directions; d) seats at the lowest prices are limited; e) the payment date may be different, and possibly immediate.
- \* Almost always, these arrangements will increase the airfare. We will not book anything until we have advised you of the extra cost.
- \* Once you have agreed to the cost, we will work to secure those arrangements. Each subsequent change you request is subject to an additional administrative fee (\$75 or \$150) plus any charges levied by the airlines.

**PLEASE SUBMIT THIS FORM AS SOON AS POSSIBLE AND NO LATER THAN FEBRUARY 14 IF YOU WISH TO PAY ONLY THE BASIC \$75 ADMINISTRATIVE FEE. This form may be used for more than one person with the same request; please list all passport names below.**

**Name(s):** As on passport \_\_\_\_\_

**Contact regarding these arrangements:** One person only, please. \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Tel (day/eve) \_\_\_\_\_ / \_\_\_\_\_

**GROUP FLIGHTS:** Please indicate the flights you do NOT wish to take with the group by crossing them out.

From	San Francisco	to	London	Date	June 14	(BA)
From	London	to	Rome	Date	June 15	(BA)
From	Milan	to	London	Date	June 26	(BA)
From	London	to	San Francisco	Date	June 26	(BA)

**AIR:** Please indicate your specific request below.

Depart from \_\_\_\_\_ to \_\_\_\_\_ Date \_\_\_\_\_

Return from \_\_\_\_\_ to \_\_\_\_\_ Date \_\_\_\_\_

**NO AIR:** I/We have made my/our own air arrangements and do NOT require ACFEA to make any air arrangements. I/We accept the responsibility to meet the group at the hotel and/or get to the airport at the end of the tour.

**LAND:** We will contact you to discuss the options.

1. Are you interested in purchasing a rail pass?    Yes        No

2. Are you interested in a rental car?    Yes        No        Size: compact        mid-size        full

Pick up: City \_\_\_\_\_ Date \_\_\_\_\_ Drop off: City \_\_\_\_\_ Date \_\_\_\_\_

**WHAT NEXT?**

Sign the declaration below and return this request to us as soon as possible, keeping a photocopy for your reference. We cannot process your request in any way until we receive it from you in writing. We will then research the options open to you *and contact you before making any changes.*

By signing below, you acknowledge that: a) ACFEA charges an administrative fee for making alternate or additional air arrangements; b) any itinerary changes may alter your tour price and that ACFEA will advise you of the revised amount prior to making changes; c) airfares are subject to change at any time until the tickets are purchased; d) in most cases, tickets are non-refundable and non-changeable once issued; e) once you have agreed to the cost, each subsequent change you make will incur a further administrative fee (\$75 or \$150) in addition to any charges levied by the airlines; or f) ACFEA will not provide air arrangements for you if the "NO AIR" box is checked.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Participant (or parent/legal guardian if participant is under 18 years old)