



TRAVELLER INFORMATION FORM (FOR GROUP TRIPS)

Form Instructions:

- Please complete the following form in submit via email to VuexTravel@gmail.com
- This form is required and must be submitted **PRIOR to making any deposits** for group trips as planned by Vuex Travel (in Partnership with Friends of Warwick)

CONTACT INFORMATION	
First and Last Name: (as in passport doc) (First Traveler info)	
Address:	
Phone #:	
Email Address:	
Emergency Contact (Full Name & Phone #):	

CONGREGATION INFORMATION	
Congregation Name:	
Kingdom Hall Address: (Street/City/State/Zip)	
Congregation Elder (Full Name & Phone #):	

*NOTE: Please ensure that the name and contact information entered above is correct. If we are unable to get in contact with the Elder listed your application to attend the group trip will be denied.

TRAVEL INFORMATION	
Requested Room Type: (Select up-to two options that apply)	Two (2) Double Beds (4 people per room)
	Two (2) Double Beds (3 people per room)
	One (1) King OR Two (2) Double Beds (2 people per room)
	One (1) King Bed (1 person per room)
Date of Travel (mm/dd/yyyy):	
# of people travelling:	
Passenger Information (Full Name, Date of Birth, Preferred Language):	



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Traveler #1:	
Traveler #2:	
Traveler #3:	
Traveler #4:	
Arrival Airline & Flight #:	
Arrival Date & Time:	
Arrival City, State, Country:	
Departure Airline & Flight #	
Departure Date & Time:	
Departure City, State, Country:	

PAYMENT INFORMATION	
Deposit Amount (In USD):	
Method of Payment (Select One):	
<input type="checkbox"/> Credit Card/ Paypal	A 4% processing fee will be added for credit card payments
<input type="checkbox"/> Cash App	\$vuextravel
<input type="checkbox"/> Venmo	@vuextravel
<input type="checkbox"/> Cash Payment	A receipt will be supplied for all cash payments
PLEASE NOTE:	
<ul style="list-style-type: none"> • If using credit card, cash app or money order: A copy of your payment receipt should be emailed to VuexTravel@gmail.com • You should also retain a copy of your receipt for your records 	

Additional Information:

The following pages of this document include important information. Please take few moments to read all the information and to select below whether or not you would like travel insurance included as a part of your travel package.

Payment Processing Terms & Conditions: By providing your credit card details and accepting our Terms & Conditions, you authorize Vuex Travel to arrange for funds to be debited from your nominated credit card. Your bank or credit card provider may apply currency conversion fees. Credit Cards if selected are required to secure bookings.



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Cancellation Policy:

One of these situations can only be applied:

- All Bookings cancelled are non-refundable and cancellation fees will be applied.
- Deposited bookings cancelled prior to travel – The booking deposit is non-refundable **PLUS** (*in addition to any deposit made*) you will be charged any cancellation fees that are levied by the hotel, airline or other suppliers.
- Fully paid bookings cancelled prior to travel – The booking deposit is non-refundable **PLUS** (*in addition to any deposit made*) you will be charged any cancellation fees that are levied by the hotel, airline or other suppliers.

Cancellations must be in writing and should be addressed to the consultant handling the booking. Written confirmation is only valid when the confirmation is sent via-email to **vuextravel@gmail.com**. Cancellation date will start the day that the confirmation is sent, and any notification of cancellations fees and/or penalty can take up to 3 months after the cancellation date. Please make sure the cancellation email has your name, address, email, phone number, reservation number and/or group name and a copy of the invoice of any pending payments and/or deposits made.

Vuex Travel cannot give any specific details on the amount of the cancellation fees because each third-party company contract is different. Please be advised if selected not to have travel insurance all cancellations will have cancellations fees that would need to be paid by the guest traveling on the trip. It is the traveler responsibility to pay the cancellations fees. Details on cancellation fees will be known 7-60 days prior to travel date.

If a credit has been approved, it is valid for 6 months from the date the cancellation was made.

Flight Cancellation Policy:

- Flights booked on this website are governed by the terms and conditions of the airfare you purchased and are determined by the Airline (not Vuex Travel).
- In most cases, airfares are fully non-refundable and non-transferable.
- Airline charges or part or full cancellation fees may apply to your airfare.
- A travel Consultant can guide you within these terms and conditions if needed.

Cancellation Conditions: Certain accommodation and tour products will apply additional cancellation charges. Cancellations exceptions apply when customer have travel insurance or bought travel insurance at the time of booking.

Change of Itinerary After Travel Has Commenced: Any alteration or cancellation of services after your travel has commenced can incur penalties for the guest or customer. There is no refund for unused services from either party.



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Refunds: Refunds will **not** be issued for bookings cancelled due to inclement weather or illness. These must be claimed through your travel insurance. **No refunds** will be made for services once travel arrangements have commenced. No guarantee is provided or warranted that any refund will be available. There will **NOT** be any Refunds for any **RESON**, travel insurance claims should be made if there are any incidents.

Reporting of Incidents: Any abnormal incidents including injuries, service problems, cancellation of a service or dissatisfaction must be reported to your travel insurance and Vuex Travel. Vuex Travel (partnered Friends in Warwick) is not responsible for any incidents, injuries, service problems and/or **any** sort of occurrences.

Group Travel Rooming Arrangements:

If needed, assistance can be provided by your travel agent for finding roommates when traveling as part of a Vuex Travel group trip. Although every effort will be made to find other travelers who can share a room, there is no guarantee that a successful pairing will take place. If there are no available travelers to pair up, you will be booked for a single occupancy room and responsible for the entire cost of the room. Be sure to confirm the type of room you will be booking PRIOR to making any deposits for your trip. Deposits WILL NOT be returned or refunded once made.

If we do find a roommate, we are not responsible for:

1. Cleaning habits or cleanliness
2. Snoring or sleeping times
3. Other unknown habits

Reminders for travel roommates:

1. If you open it, close it
2. If you break it, admit it
3. If you borrow it, return it
4. If you value it, take care of it
5. If you make a mess, clean it up
6. If it belongs to someone else, get permission to use it
7. If you turn it on, turn it off
8. If you can't fix it, call someone who can
9. If you move it, put it back
10. If it's none of your business, don't ask questions.

Reminder: If one or more of the roommate's cancels, the remaining parties will be responsible for the remaining balance and/or cancellation fees associated with the change. If you have any further questions regarding cancellations/fees, please contact your travel agent.



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Deposits and payments:

Deposit and payment schedules will be clearly defined for your itinerary. All payments are due on the specified dates to avoid being charged late fees. It is not the responsibility of your travel agent to remind travelers of the due dates.

50% Deposit: A date will be specified where a minimum of 50% of the trip costs will need to be paid for. If this payment is past due (7 business days or more) a penalty fee of \$150.00 per person will be added to the traveler's bill.

Final Payment: A date will be specified for which the final payment is due. If final payment is past due (7 business days or more) a penalty fee of \$260.00 will be added to the traveler's bill.

Insufficient Payments: If a traveler is 21 days past due (including weekends and holidays) for any of the specified payment dates, their trip will be canceled due to insufficient payment(s). Cancellation fees will apply and will be the responsibility of the traveler. If a cancellation is deemed necessary due to insufficient payments, prior deposits/payments WILL NOT be refunded.

Travel insurance:

Vuex Travel will only require travel insurance for specific travel destinations, and it will be required and stated in the travel itinerary. For trips where travel insurance is optional, Vuex Travel and/or Friends in Warwick or any other partner/vendor are not responsible for refunding, resolving or handling and travel insurance claims. Please review all coverage benefits and features BEFORE buying travel insurance.

We recommend the following travel insurance, but travelers are not required to use these specific companies. If a traveler should choose to purchase travel insurance, this information needs to be forwarded to Vuex Travel 7 business days PRIOR to the trip departure date.

- https://buy.travelguard.com/tgi2/proc/stateselector.aspx?br=agentlink&arc=14500861&ta_initials=YTB1474856&agentlinkasp=yes
- Sign up to: <https://www.myvortex365.com/vuextravel>
Under "Lifestyle" tab
Select "Emergency Travel Services"
- Travel agent can provide for another travel insurance company



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- No, I do NOT want travel insurance**

Opting Out of Travel Insurance

By selecting “NO”, you are acknowledging that you are accepting FULL financial responsibility for any issues/accidents/complications that may arise during your scheduled travel. Vuex Travel and Friends in Warwick will not be held responsible for any refund requests or claim submission/resolution of any kind.

- Yes, I want travel insurance.**

By selecting “Yes” you are acknowledging that all claims submitted for issues/complications that may arise will be directed to the travel insurance company selected at the time of booking. Vuex Travel and Friends in Warwick are not in any way responsible for refunding your payment or resolving any issues that may occur during your travel. The travel insurance company selected will be responsible for all requests for reimbursement along with handling any situations that may occur during the trip. Please read and review all of your coverage benefits and features before buying your travel insurance. Once you have selected a travel insurance package and given your payment, no further changes can be made unless you contact the travel insurance company directly. Make sure before traveling that you have a record of the travel insurance including phone numbers and policy numbers on paper and in digital format.



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Please fill in the information below for all travelers who have opted to purchase travel insurance.

TRAVEL INSURANCE INFORMATION	
Traveler #1:	
Full Name:	
Coverage amount:	
Travel insurance company selected:	
Policy number:	
Traveler #2:	
Full Name:	
Coverage amount:	
Travel insurance company selected:	
Policy number:	
Traveler #3:	
Full Name:	
Coverage amount:	
Travel insurance company selected:	
Policy number:	
Traveler #4:	
Full Name:	
Coverage amount:	
Travel insurance company selected:	
Policy number:	



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TRAVELLER ACKNOWLEDGMENT

By filling in and submitting this form I agree to the following:

1. I have read and accept the **Cancellation/Payment Policy** shown in the Vuex Travel Website and on this form.
2. I agree with the **Terms & Conditions** as outlined by Vuex Travel at <https://vuextravel.com/terms-and-conditions/>
3. I agree with the **Terms & Conditions** as **outlined by Friends of Warwick** partnered with Vuex Travel:
"Friends in Warwick LLC" is acting as intermediaries or a "Booking Agent" for products and services that are not directly supplied by us (e.g., air carriage and ground transportation, hotel accommodations, meals, tours, cruises, etc.). We are not a co-vendor of such products and services. You will be entering into a separate contract with such Suppliers in connection with such products and services. In accordance with that, we are not legally liable for any vehicular accidents or other incidents/accidents that may occur on the bus and/or hotel or other spaces."
4. I agree to authorize Vuex Travel to process my payment in the form indicated in the **Payment Information** section above
5. I agree to all the specifications/policy/conditions in the travel itinerary.
6. I acknowledge that all my questions were answered prior to giving any money for deposit/payments of the travel services indicated above.
7. I acknowledge that any claims, issues, incidents and/or any other discrepancies is **NOT** Vuex Travel and Friends in Warwick responsibility and any claims needed will be made to a travel insurance of my choice and/or I will assume responsibility if a travel insurance is not purchased for any travel occurrences.
8. I acknowledge that all information provided is correct and I agree and accept to purchase travel services from Vuex Travel and Friends in Warwick.

Signature:

Date: