

Reformation Tours Reservation Form



We are delighted that you are joining us! To ensure your place on the tour, please complete this form, using one form per person or per couple, **sign and mail with the deposit of \$350 per person, made payable to "Reformation Tours" and a photocopy of the photo page of your passport** (can be sent later) to P.O. Box 854, Belleville, IL 62222. We suggest you make a copy of this form for your records. Thank you.

Tour Information:

Tour Name:	Lutheran Heritage Tour	Tour Code:	RSC16
Tour Host:	Susan Crowell		
Tour Date:	July 7 - 17, 2016		

Personal Information:

	First Traveler	Spouse (if traveling)
Title (Mr., Mrs., Rev., etc):		
Legal Passport Name:		
Preferred First Name:		
Male / Female:		
Date of Birth:		
Dietary Restrictions:		
Physical Limitations:		
Roommate:	<input type="checkbox"/> Please help me find a roommate (not guaranteed) <input type="checkbox"/> I prefer a single room (extra charge)	
	<input type="checkbox"/> I plan to share with: _____ (no need to list spouse)	
Bedding:	<input type="checkbox"/> Single <input type="checkbox"/> Double (1 bed) <input type="checkbox"/> Twin (2 beds)	

Contact Information:

Mailing Address:			
Home Phone:			
Work Phone/s:			
Cell Phone/s:			
E-Mail Address/s:			
Emergency Contact:	Name:	Phone:	Relation to you:

Travel Information:

Flights:	<input type="checkbox"/> I will arrange my own flights <input type="checkbox"/> I need assistance with flights
Pre-Tour:	<input type="checkbox"/> I plan to fly to Germany early <input type="checkbox"/> I need assistance with pre-tour hotels
Post-Tour:	<input type="checkbox"/> I plan to stay in Germany after the group leaves <input type="checkbox"/> I need assistance with post-tour hotels

Passport Information:

- I have traveled with Reformation Tours before and a copy of my passport is on file.
- I am enclosing a photocopy of my passport, which is valid until at least 6 months after the return date.
- I am applying for, or renewing my passport, and I will send a copy of the photo page when I receive it.

Travel Insurance:

We highly recommend purchasing travel insurance for your trip, to cover against trip interruption, cancellation, delay and medical expenses. Pre-existing conditions are covered when you purchase within 15 days of paying the deposit. Please note that travel insurance is non-refundable unless the tour cancels.

- I am enclosing my payment for the travel insurance.
- I will call Reformation Tours for assistance in purchasing insurance
- I will arrange my own insurance and make sure that it gives overseas coverage
- I decline insurance and assume any financial loss associated with your travel arrangements

Payments:

Deposit: The deposit of \$350 per person is due at the time of reservation with the signed reservation form.

Final Payment: The final payment is due by April 23, 2016. An invoice will be sent one month prior to the due date.

We reserve the right to cancel this trip due to lack of subscription. In the event of cancellation of the trip in its entirety, a full refund of all deposits will be made to passengers enrolled at the time of cancellation. Tour price is based on the number of participants, the value of the dollar and the cost of airfare is subject to change without notice.

Cancellation Policy: All cancellations must be in writing and the date of postmark will determine the amount of refund due. The following cancellation penalties apply, unless otherwise noted on the tour documentation:

From time of deposit to until 100 days before departure (3/29/16):	\$100
From 99-14 days prior to departure (3/30/16 - 6/23/16):	\$350 plus any non refundable deposits
14 days or less prior to departure (6/24/16 or later)	No refund

Payment Information:

If paying by check, please make your check payable to "Reformation Tours, LLC". If paying by credit card, please be aware that there is a **3% surcharge**.

Credit Card Number:	Security Code:
Visa / MasterCard / Other:	Expiration Date:
Amount to put on card:	\$ _____ + 3% \$ _____ = \$ _____
Name on the card:	
Billing address for card:	
Signature:	Date:

Signature/s:

By my signature below, I acknowledge that I have read, understand and agree to the information contained in the reservation form and the "Terms and Conditions" applicable to the tour I have registered for.

Signature of First Passenger

Date

Signature of Second Passenger

Date