



35093

# Travel & Company<sup>SM</sup> Assistant Registration Form

Office Use Only

Please use blue or black ink, print in CAPITAL LETTERS and fill in circles completely (ex: ●). Do not staple anything to this form. Return this form to Travel & Company, 343 Congress Street, Suite 3100, Boston, MA 02210

## Program Selection:

This form needs to be completed by all assistants traveling with the Group Leader and returned to Travel & Company as soon as possible, preferably with your group's first applications or as soon as you have decided upon an assistant. The latest it can be filed is 90 days before departure depending upon space availability. Within 90 days you will be charged \$100 or additional airline fees, whichever is higher. (Photocopy this form as necessary.)

Group Leader's Last Name

Group #

Departure Date  /  /   
MM/DD/YYYY

Program Name

## Assistant Information

Mr.  Ms.  Mrs.  Dr.  Fr.  Br.  Sr.  Rev.

Gender:  M  F

Last (as it appears on passport)

First (as it appears on passport)

Name

Address

City  State  Zip Code

Home Telephone  -  -  Social Security #  -  -

Fax  -  -  Birthdate  -  -  Age   
MM DD YYYY

Email

## Emergency Contact: In the US while overseas

Name  Phone  -  -

## Rooming and Additional Options: Please fill in all that apply.

- I am traveling with a companion and wish to room in a  double room  twin room with: \_\_\_\_\_
- I would like to pay a \$30 per hotel night surcharge to guarantee a single room.
- I will book my own round-trip transportation. I do not wish Travel & Company to book my air transportation. (I will meet the group at the first hotel.)
- I would like to extend my stay after the trip. (A form will be sent to you about alternate returns. Western Europe Only.)
- I would like Travel & Company to book me from a DIFFERENT US departure city than that of my group: \_\_\_\_\_
- I have traveled overseas as a chaperone before with \_\_\_\_\_ (Company Name).

Signing and submitting this registration form acknowledges your acceptance of Travel & Company's Terms and Conditions as well as the assistant group leader duties and responsibilities described in the *Group Leader Workbook* and the *Travel & Company Registration Booklet*. If you have not already received these booklets, please speak to your group leader. **Assistant cancellations:** Please notify Travel & Company in writing as soon as possible. Assistants cancelling within 65 days of departure are subject to airline and hotel cancellation fees (\$150 within 46-65 days of departure and \$250 within 45 days of departure).

Assistant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(or parental signature for assistants under age 21)