Travel Committee Trip Disclosure Form
Incomplete forms may be delayed in processing!

This form clarifies the policies of ILR and the commitment of the trip participant(s)

Expand Your Horizons in Washington DC
Tuesday & Wednesday, June 2-3, 2020
Sign-up Deadline: February 28, 2020
Minimum: 40 participants   Maximum: 45 participants

If interested in this ILR Travel Committee Adventure, do not wait until the sign-up deadline to submit paperwork. Spaces are filled in the order of receipt and completion. Once the maximum 45 is reached, a numerical wait list is kept based on submission date of completed paperwork. If you are traveling with someone, submit your paperwork simultaneously, otherwise traveling together may be problematic.

To secure your reservation/s for this ILR Member Trip, return this signed Trip Disclosure Form, Traveler Questionnaire Form, and Check, payable to ILR.

Please initial each statement below. If a couple (i.e. husband and wife) are traveling together, BOTH need to initial and sign this document (below). Retain a copy for your records.

_______ Notification of your trip status (GO, Wait-list) will occur shortly after the Sign-up deadline via email.
_______ ILR reserves the right to cancel a trip if the minimum numbers are not met. Money will be refunded.
_______ For safety Purposes, a traveler who is not fully self-sufficient must have a traveling companion.
_______ ILR reserves the right to make needed itinerary adjustments without sacrificing the integrity of the trip.

_______ Cancellation after the Sign-up Deadline (February 28, 2020):
- if a replacement from the wait list is secured, a full refund is issued;
- if there is NO wait list, ILR does not issue refunds; however, the traveler may secure his/her replacement with an ILR member, making financial arrangements with the replacement and notifying the Trip Planner and the ILR office no later than May 20, 2020.

_______ Wait List Policy: If you are on the wait list, ILR will notify you as cancellations are received. Those who are still on the wait list at the time of the trip will be issued a full refund.

_______ Primary communication with trip participants will be by e-mail. On day of travel by text/cell phone.

Signature/s: PLEASE PRINT LEGIBLY AND SIGN
PRINTED NAME

__________________________________ Signature ______________________ Date ______
__________________________________ Signature ______________________ Date ______

Office Use Only: Date Rec’ed ____________ Trip S Pd ____________ Ck. No. ____________

Questions? Please contact one of the travel committee members listed below, not the ILR Office
Bill Daley wldaley@cox.net  757-426-2228 OR Barclay Brown barclayab@me.com  757-479-3771

PLEASE ANSWER THE QUESTIONNAIRE ON THE BACK. MUST BE COMPLETE.