



# ADVANCE PASSENGER INFORMATION

If booking your flights with us, and to comply with international and airline security measures, please complete the information below **exactly** as it appears in your passport. Please note: your passport will need a validity of 6 months or more past the date of departure.

	PASSENGER 1	PASSENGER 2	PASSENGER 3	PASSENGER 4	PASSENGER 5	PASSENGER 6
SURNAME						
FIRST NAME						
SECOND NAME(S)						
DATE OF BIRTH						
NATIONALITY						
PASSPORT NUMBER						
PASSPORT ISSUE DATE						
PASSPORT EXPIRY DATE						
PLACE OF ISSUE						
AIRLINE MEMBERSHIP NO (IF APPLICABLE)						

## IN THE EVENT OF AN EMERGENCY, PLEASE PROVIDE AN EMERGENCY CONTACT:

Additional Emergency Contact:	
Relationship:	
Contact phone number:	

## HOW DID YOU HEAR ABOUT JOEL BOND TRAVELS?

Friend:		Internet:		Other:	
E-mail to say 'Thanks'		Which site?		Please specify:	

**Return form to:**  
**Joel Bond Travels, 70 Westfield Avenue, Watford, WD24 7HE**  
**travel@joelbond.co.uk**  
**+44 7563 515 772**



### Alterations by Joel Bond Travels

We will do our utmost to provide the trip arrangements that have been confirmed, but JBT retains the right to modify or cancel any trip, flight schedule, accommodation or arrangement, if unforeseen circumstances amounting to 'casus fortuitous / act of God' arise. In such circumstance, you will be informed as soon as possible, and, should the change be such that it alters the nature of the trip, you will be given the choice of an alternative trip or a full refund of all money paid. In recognition JBT will absorb all financial loss consequent upon cancellation due to 'casus fortuitous'.

### Alterations by you

JBT will do our best to make any alterations you may require after confirmation has been issued, subject to availability and to the payment for any increased costs relevant to the change. Any requests for alteration to an itinerary should be made in writing and signed by the signatory of the original Booking Form. If alterations are made less than 8 weeks prior to departure, an additional £50 per booking charge will be levied together with any communications costs incurred.

### Travel Insurance

For multi-day tours, you are required to take out adequate travel insurance before commencing your trip. JBT will request evidence of your insurance at least 6 weeks prior to departure or at the time of booking if later. JBT reserves the right to terminate your booking if you fail to obtain travel insurance cover. Particular care should be taken to ensure that you have adequate cover, in particular for cancellation and emergency repatriation in the event of medical problems.

### Complaints

JBT wants to provide you with a great travel experience that meets your expectations. Please address any complaints as they arise; JBT will endeavour to resolve any complaints on the spot. However, if the matter cannot be resolved within reasonable time, please write your complaints directly to Joel Bond Travels within 14 days of the end of the trip, and JBT will endeavour to resolve the problem as promptly as possible.

### Credit Card Payments

Payment by most credit cards is available on the Joel Bond Travels website.

### Baggage & Personal Effects

These remain your responsibility and risk at all times.

### Tour Leaders

Where applicable, a tour leader, in conjunction with the appropriate medical advice if applicable, has the right to disqualify any client at any time during the course of the tour, if considered necessary for the medical well being or safety of the individual or in the tour leader's opinion, the client's actions materially are affecting the enjoyment of the tour for the remainder of the group. Any decision with regard to any reimbursement for any part of the tour not completed will be decided on a case-by-case basis.

### Data Protection Statement

Your personal information will be safeguarded by JBT; however, some details will be required to be passed on to relevant suppliers of your travel arrangements. The information may also be provided to public authorities such as customs or immigration if required by them, or as required by law. Certain information may also be passed on to security or credit checking companies. If your tour operates outside the European Economic Area, controls on data protection may not be as strong. We will only pass your information on to persons responsible for your travel arrangements. This applies to any sensitive information that you give to us such as details of any disabilities, or dietary/religious requirements. In making this booking, you consent to this information being passed on to the relevant persons.

### Confirming Your Booking

No booking is confirmed until a deposit has been paid following communication between the party member(s) and Joel Bond Travels (hereafter referred to as JBT). A booking quote will be e-mailed to you during initial enquiries. After reviewing your quote, please log on to [joelbond.co.uk](http://joelbond.co.uk) and complete the online booking form together with your non-refundable deposit of 20% of the total tour cost. On occasion some tours may require a higher deposit, in which case you will be advised at the time of booking. If you are booking less than 6 weeks prior to departure, the full cost of the tour is payable. On receipt of your booking form and deposit, your booking will be confirmed by post and/or e-mail provided. Approximately 6 weeks before departure, you will receive further information relevant to the tour that you have booked, together with a final invoice, which will also show any surcharges due (if applicable). Invoices must be paid within 10 days of the invoice date; otherwise JBT reserves the right to treat the booking as cancelled and apply the cancellation conditions as set out below. Any necessary travel documents will be sent by post and/or e-mail approximately two weeks before the trip departs.

### Accommodation, Transport & Other Suppliers

JBT acts only as a third-party agent for bookings made with accommodation establishments, transport services (including air, rail, bus or other booked transport), and ticketed tourist locations. All third-party bookings must be accepted subject to the terms and conditions of the provider/s, and are subject to the laws of the country in which such carriage or other facility is required.

### Passport, Visas & Health

All clients are personally responsible for ensuring that they have a valid passport, relevant visa/s and conform to the health regulations required by the country/s that will be visited during the trip. JBT can provide limited passport renewal and visa advice; official advice should be sought from the relevant local embassy, consulate or other passport/visa office. Advice on health requirements may be obtained from your doctor or General Practitioner, or via the Department of Health or Centre for Disease Control (<http://wwwnc.cdc.gov/travel>). Official government advice can be obtained from <https://www.gov.uk/foreign-travel-advice/> (UK based) or <http://www.state.gov/travel/> (US based).

### Exchange Rates

Prices may be subject to change based on fluctuations of the currency market. All invoices are payable in British Pounds Sterling; any local currency prices are for approximation purposes only and based on mid-market exchange rates via [xe.com](http://xe.com) at time of communication.

### Cancellation

You or any member of your party may cancel your tour at any time providing that the cancellation is made by the person who signed the booking form and is communicated in writing. The following cancellation charges will apply.

The periods before departure within which written cancellation is received and the cancellation charges, shown as a percentage of the total tour price, which will be applied are:

More than 42 days:	Full initial deposit (20%) retained
More than 15 days:	50% of booking total charged
More than 8 days:	75% of booking total charged
7 days or less:	100% of booking total charged