

Special Travel Request



Hart Travel Partners is happy to make alternate arrangements for travelers upon request. All special travel requests must be made in writing, no later than 90 days prior to your group's departure. Please email the requested information below to: specialtravel@harttravelpartners.com

Special travel arrangements are subject to a \$150.00 administrative fee plus any additional airfare cost. Once arrangements are agreed to, payment will be due in order to confirm and ticket flights. Once confirmed, tickets are non-refundable. For more information please review the Terms and Conditions which can be found at www.harttravelpartners.com/RegisterForms

For all requests, please give us the below information:

- Traveler Passport Name (First/Middle/Last)
- Date of Birth (mm/dd/yyyy)
- Group Leader / School Name
- Group Departure Date
- Group Return Date

Please let us know which type of special travel arrangement you would like to make and email us the applicable details:

1. Stay Ahead: (Depart before the group. It will be your responsibility to meet the group at the first hotel on Day 2 of the tour. I understand I must depart from and return to the same domestic (U.S.) gateway.)

- I would like to depart from (city/ airport)
- to (city / airport)
- on (day of week / date)

2. Stay Behind: (Return home later than the group. I understand I must depart from and return to the same domestic (U.S.) gateway.)

- I would like to return from (city/ airport)
- to (city / airport)
- on (day of week / date)

3. Alternate Gateway: (I am unable to fly with the group, but do want to fly on the same dates. I understand I must depart from and return to the same domestic (U.S.) gateway.)

- I would like to depart and return to: (city / airport)