

Student Activities Bus Trip Group Reservation Form

Reservation Details:

Name:	_____
Department:	_____ Class: _____
Departmental Account Code (<i>only used in the event of a cancelation, see policy below</i>):	_____
Phone:	_____
Email:	_____
Destination: (<i>please circle one</i>) Philadelphia / New York City	_____
Date of Trip:	_____
Number of Seats Requested (<i>15 max</i>):	_____
Alternate Trip Dates:	_____

Reservation Policies:

- ◆ Faculty and staff who would like to send a class on a trip must complete and return the “**Student Activities Bus Trip Group Reservation Form**” to Student Activities via campus mail or fax (443-552-1632) at least four weeks prior to the trip. NO reservations will be made over the phone or email.
- ◆ Trip Reservations are on a first come first serve basis.
- ◆ There is a limit of two faculty/staff reservations per trip.
- ◆ Due to the high demand of reservations there is also a limit of **two reservations per faculty/staff** member per semester.
- ◆ A **CANCELATION FEE** of **\$100** will be charged to the department for cancelations made 30-15 days prior to the trip, and **\$200** for those made 14-0 days prior to the trip. This fee is applicable for all three trips.
- ◆ Your seats will be blocked off on the Trip Sign-up Sheet at the MICA College Store. When your students go to buy tickets, they should purchase their tickets under your name.
- ◆ We will hold seats for your students until two business days before the trip, after which we will open all available seats to the general community.
- ◆ **Tickets go on sale 10 business days before the trip** (does not include Saturdays). The College Store and Student Activities will only sell two tickets per person in order to allow everyone an opportunity to purchase a ticket.
- ◆ If these procedures do not meet your needs or if you would like to arrange for a separate bus trip, Student Activities will be happy to put you in touch with our transportation vendor.

Signature: _____ Date: _____

If you have questions, please contact Student Activities at 410-225-2284 or email studentactivities@mica.edu.

SAO Office Only:

Date Entered: _____ Date Responded: _____