

## *Important Information About Your Tour*

# General Terms and Conditions

Please read this information carefully, as payment of a deposit represents your acceptance of the following Terms and Conditions.

### Tour Prices

Tour prices quoted are guaranteed through December 31, 2024, and include accommodations based on double occupancy; airfare from your departure city; airline taxes, surcharges, and fees, and port charges and cruise line fees (where applicable), which are subject to change until final payment has been made; internal air, rail, and motorcoach transportation; meals, sightseeing, and transfers as described; hotel taxes; entrance fees for included sightseeing; the services of an Odysseys Unlimited Tour Director; services of a UCLA Lecturer or Host with a minimum of 15 travelers; luggage handling for one bag per person; and all gratuities as described below. Please note that the cost of air upgrades is subject to change.

### Gratuities

Tour prices include all gratuities for local guides, dining room servers, airport and hotel porters, and all drivers on base tours and on optional extensions when accompanied by an Odysseys Unlimited representative. Please note that gratuities for the Odysseys Unlimited Tour Director and shipboard personnel (if a cruise is included in your tour) are not included. These tips are optional and should be extended on a voluntary basis. Gratuities are not included on "On Your Own" optional extensions.

### Not Included in Your Tour Price

Airfare from your hometown to your departure city; costs of passports and visas; personal expenses such as beverages, laundry, room service, and meals not specified; immunizations, inoculations, and COVID-19 testing;

communications charges; airport transfers when purchasing a land-only package; gratuities to your Odysseys Unlimited Tour Director and shipboard personnel (if a cruise is included in your tour), which are at your discretion (suggested gratuities: \$10-\$15 per guest, per day); and a Travel Protection Plan. Additional baggage fees levied directly by the airline(s) may apply and are subject to change at any time. You should confirm directly with your airline(s) prior to departure.

### Registration and Payment

A deposit of \$500 per person confirms your reservation. Full payment is due at least 95 days prior to departure and may be made by personal check or credit card. Odysseys Unlimited, Inc. reserves the right to cancel any reservations that are not paid in full at any time after final payment is due. If you make your reservation after the final payment date, payment in full will be required upon reservation.

### Cancellations and Refunds

If you must cancel your tour, the effective date of cancellation will be upon our receipt of your written notification. Refunds for cancellations are subject to the following per person charges:

#### *For all tours (except as noted)*

<u>Prior to departure</u>	<u>Charge</u>
95 days or more:	\$200
94-65 days:	25% of tour price
64-45 days:	50% of tour price
44-30 days:	75% of tour price
29-0 days:	No refund

*For Africa’s Wildlife, Egypt & the Eternal Nile,  
Journey through Vietnam, Machu Picchu to the  
Galapagos*

Prior to departure	Charge
95 days or more:	\$200
94-65 days:	50% of tour price
64-30 days:	75% of tour price
29-0 days:	No refund

Please note that we will not refund the cost of any unused portion of your tour package, should you or your travel companion cancel your participation during the tour. If because of low participation Odysseys Unlimited, Inc. cancels your tour, you will receive a complete refund of all payments you have made to us.

**Pre-Departure**

Upon reservation, you will be able to access all information regarding your tour in My Odyssey, our secure on-line portal. This material includes your invoice, a detailed day-by-day itinerary, visa requirements (if applicable), Travel Protection Plan information, and more. Your final tour documents, including airline itineraries (with e-ticket numbers), will be available in the portal two to three weeks before departure.

**Single Travelers**

We welcome single travelers, and offer a limited number of single accommodations on each tour. Because hotel and cruise rates are priced by the room or cabin, the per person cost for accommodations occupied by one person is higher than that shared by two people. We will endeavor to keep single supplements at a reasonable cost. Please note that single rooms in many foreign hotels may be smaller than those to which you are accustomed.

**Changes to Your Reservation**

We will not charge a fee for any changes made to your reservation outside of 95 days before departure. From 94 to 30 days before departure, if you make any changes to your reservation, a \$100 per person administrative fee will apply, in addition to any fees or penalties imposed by airlines, hotels, or other third parties. Changes are subject to availability and cannot be guaranteed. If your reservation changes from double occupancy to single occupancy for any reason or at any time, you will be charged the single supplement.

Please note that no changes to your reservation can be made within 30 days of departure.

**Required Information**

Upon reservation, we will need to obtain from you the following, in accordance with the Transportation Security Administration’s (TSA) Secure Flight program (for details, please visit [www.tsa.gov](http://www.tsa.gov)), as well as for our travel partners: **for international tours – your full name as it appears on your passport, date of birth, and gender; for domestic tours – your full name as it appears on the accepted form of government-issued photo identification that you plan to use, date of birth, and gender.** In addition, airlines may require that we provide them with your contact information prior to departure. In the event an airline ticket is issued with incorrect information you have provided, or if you use a different passport (international tours) or other form of government issued photo identification (domestic tours) than originally cited, you will be responsible for charges associated with the ticket’s reissue.

**Travel Documents**

A passport valid for at least six months after the completion of your tour is required for U.S. citizens on all of our international tours. For all domestic tours, where we fly into a U.S. city to begin the tour or out of a U.S. city at the end, you must present a valid U.S. government-issued photo identification. Starting on May 7, 2025, your government-issued photo ID must be REAL ID-compliant (or you can present an alternate form of ID, such as a passport). Visit [www.dhs.gov/real-id](http://www.dhs.gov/real-id) or contact your local DMV for more information. If your tour requires a visa(s), we strongly recommend that you have at least six blank visa pages available; for tours not requiring a visa(s), we recommend that your passport have at least three blank visa pages. We will send you specific visa and entry requirements after you make a reservation. You are responsible for obtaining these documents. If you need to obtain a visa, we recommend our preferred provider G3 Global Services. If you are traveling with a minor, please contact us for special entry requirements. If you are not a U.S. citizen, please contact your embassy or consulate to ensure you obtain the proper documentation.

**Smoking**

For the convenience of the majority of our travelers, Odysseys Unlimited, Inc. has a No Smoking policy

(including e-cigarettes and vaping) on all tour buses. We will arrange sufficient rest stops so those who wish to smoke may do so.

### Health and Medical Issues

We welcome all travelers, but request that you be in good health to participate in an Odysseys Unlimited, Inc. tour. All of our tours involve a reasonable amount of walking (typically two to three miles per day), often uphill or on uneven or cobblestone streets.

**You must be able to get on and off motorcoaches and boats on your own.** We regret that we cannot provide individual assistance if you require the use of a wheelchair or have other personal needs; in such cases you must be accompanied by a companion who will assist you. Please note that a number of our itineraries, for reasons beyond our control, do not accommodate wheelchairs. Please call or e-mail us to inquire and we will do our best to answer any questions you may have. Odysseys Unlimited, Inc. and the UCLA Alumni Association reserve the right to remove anyone whose physical condition or behavior, in our opinion, compromises the operation of the tour or detracts from the enjoyment or safety of the other tour members. In that event, the UCLA Alumni Association and Odysseys Unlimited, Inc. assume no financial responsibility for any unused portion of the tour. While we do our best to accommodate food allergy concerns, we cannot guarantee zero cross-contamination.

### Air Transportation

Odysseys Unlimited, Inc. includes in its tour price round trip economy air from designated gateway cities as shown and contracts with those airlines they feel provide the level of service, routings, and value necessary for your entire trip. While another airline may offer more direct service, it may be at a price unavailable at the lower group rates that enable us to offer you the best possible travel value. You will receive your preliminary air schedule approximately 2½ months prior to departure. **Please note that seat assignment on your flight is usually done at airport check-in. Odysseys Unlimited, Inc. is unable to guarantee any seat assignments.** Due to the nature of tour operator tickets, other restrictions apply, including, but not limited to, frequent flyer mileage accrual, stopovers, alternate travel dates,

upgrades, and airline taxes and fees. If you prefer to make your own travel arrangements, Land Only is available on most tours. **Since international and domestic air schedules are subject to change at any time, we recommend that if you choose to make your own airline reservations, you do not purchase non-refundable tickets or those with high penalties for changes.** In addition, we recommend that you not purchase your tickets until final payment is due. If you choose to make your own air arrangements, Odysseys Unlimited, Inc. and the UCLA Alumni Association will incur no liability for any loss resulting from cancellation of this tour or changes therein. In any event, neither Odysseys's Unlimited, Inc., nor the UCLA Alumni Association is responsible for losses, direct or indirect, or missed components of a trip which result from air delays, cancellations, rerouting or any other air-related problem.

### Responsibility

The liability of the UCLA Alumni Association, as sponsor, and Odysseys Unlimited, Inc., as tour operator, is strictly limited. Odysseys Unlimited, Inc. purchases transportation, hotel accommodations, and restaurant and other services from independent suppliers not under its control. It serves only as an agent for these suppliers in securing tour arrangements, and therefore will not accept responsibility for wrongful, negligent, or arbitrary acts or omissions of these independent contractors, or of their employees, agents, servants, or representatives. The UCLA Alumni Association and Odysseys Unlimited, Inc. are not liable for injury, damage, loss, accident, or delay that may be caused by events not within its control, including, without limitation, acts of terrorism, war, strikes, the defect of any vehicle, or the negligence or default of any third party. All coupons, receipts, and tickets issued are subject to the terms and conditions specified by the air carriers, cruise line, and other independent suppliers. Odysseys Unlimited, Inc. will make every effort to operate our tours as planned, but we reserve the right to make itinerary changes as necessary. If unforeseen circumstances require us to change a hotel, we will select alternative accommodations of the same or better quality. Cruise itineraries may change due to factors such as government regulations, water levels, or weather conditions.

## UCLA Alumni RESERVATION FORM

To reserve your place on tour, please complete this Reservation Form and email it to [travel@alumni.ucla.edu](mailto:travel@alumni.ucla.edu), or fax to 310-209-4271.

Once this request is received by UCLA Alumni Travel, a Travel Counselor from Odysseys Unlimited will contact you within two business days to securely take your credit card information for the deposit. Your reservation is not confirmed until your deposit is paid and processed. Payment may be made by American Express, Discover, MasterCard, or VISA, or by personal check. Final payment is due 95 days prior to departure. If paying by check, please make check payable to **Odysseys Unlimited, Inc.** and include with the form.

Send to: **Odysseys Unlimited, Inc.**

**One Newton Place**

**275 Washington Street, Suite 300**

**Newton, MA 02458**

If you have any questions, please call UCLA Alumni Travel at 310-206-0613 or e-mail [travel@alumni.ucla.edu](mailto:travel@alumni.ucla.edu).

Tour Name \_\_\_\_\_

Departure Date \_\_\_\_\_

Pre- or Post-Tour Extension (as described on tour page): Please sign me/us up ☐

I/we would like to request \_\_\_\_\_ place(s). (Deposit amount is \$500 per person.)

Full Passport Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

Full Passport Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Ph. (\_\_\_\_\_) \_\_\_\_\_ Cell Ph. (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_ Badge Name(s) \_\_\_\_\_

Please book my/our air from \_\_\_\_\_ I/We request an air upgrade to \_\_\_\_\_

I will share a room with \_\_\_\_\_ I request a single room (limited availability) ☐

I/We request an upgrade to a Highland Villa (for Machu Picchu to the Galapagos only) ☐

**UCLA Alumni Travel is an advantage reserved for UCLA Alumni Association sustaining donors\*.**

Please select an option below:

☐ I am currently a sustaining donor.

☐ I have made a \$100 donation at [travel.alumni.ucla.edu/donate](http://travel.alumni.ucla.edu/donate).

\*Sustaining donors include Gold, Life and Blue Members as well as anyone that has made a qualifying donation of \$100 or more to the UCLA Alumni Association Support Fund in the past year.