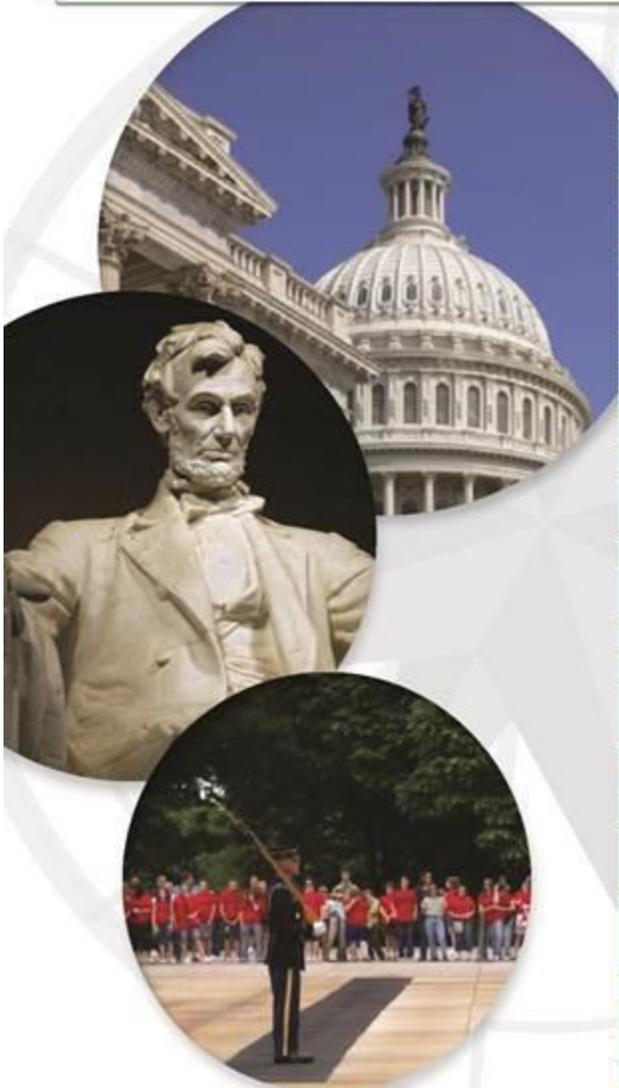


Monroe Middle School Washington D.C.

May 12-15, 2016

Student Quad

\$599



This Itinerary is Tentative	
May 12, 2016 (Thursday)	(L, D)
05:00 a.m.	Depart school and drive to Washington, DC. Stop in Shanksville to visit the Flight 93 Memorial. Lunch included en route using cash allowance.
05:00 p.m.	Check in at hotel
06:00 p.m.	Pizza dinner at the hotel.
06:45 p.m.	Meet your guides for an illuminated tour of Lincoln, Vietnam, Korean, and WWII memorials.
10:10 p.m.	Return to hotel. Security on duty.
May 13, 2016 (Friday)	(B, L, D)
07:00 a.m.	Full American Breakfast included at the hotel.
08:10 a.m.	Depart hotel for Washington D.C.
08:30 a.m.	Arrival at Arlington National Cemetery. Wreath laying (pending)
11:15 a.m.	Visit the 9/11 memorial.
12:15 p.m.	Lunch included using \$10.00 cash allowance at Pentagon City Mall.
01:45 p.m.	Bus 1 and 2 Capitol Tour (pending).
01:40 p.m.	Bus 3 and 4 visit the Library of Congress.
02:20 p.m.	Bus 3 and 4 take the tunnel to the Capitol Visitors Center. Tour of the Capitol (Pending)
03:10 p.m.	Bus 1 and 2 visit the Library of Congress and Supreme Court (Photo Opportunity).
03:40 p.m.	Bus 3 and 4 visit the Supreme Court (Photo Opportunity).
04:30 p.m.	Depart for dinner at L'Enfant Plaza using \$10.00 cash allowance.
06:30 p.m.	Meet your guides and begin your Illuminated tour of Monuments. Tour to include FDR, Jefferson, MLK Jr, and a White House photo stop.
09:45 p.m.	Arrival at Hotel. - security on duty at 10:00pm
May 14, 2016 (Saturday)	(B, L, D)
06:30 a.m.	Full American Breakfast included at the hotel.
07:30 a.m.	Check-out time at the hotel.
08:00 a.m.	Departure for New York City. Stop in route for lunch using \$10.00 cash allowance.
02:30 p.m.	Arrival time in New York City, meet your local step-on guides for your afternoon sightseeing tours.
06:30 p.m.	Boarding at the Chelsea Pier for your dinner cruise.
10:00 p.m.	Depart for School. (Rest stops made en route)
May 15, 2016 (Sunday)	
09:00 a.m.	Arrival time at Monroe Middle School.
(B, L, D)	Indicates included meals: breakfast, lunch and dinner.

Parent Meeting October 6th 6:30pm
or 8:30pm

PASSENGER RESERVATION FORM



CORPORATE TRAVEL

**Monroe Middle School:
Washington, DC and New York City
May 12-15, 2016**

BOOKING METHODS

Option 1: Online at www.ctscentral.net: Trip Code: 11140 Group Code: 1944
 Option 2: Return this completed form to Corporate Travel Service with cash, check, money order, or credit card information

Initial deposit required by 10/09/15 to confirm reservation

	┘ Quad	┘ Triple	┘ Double	┘ Single
Tour Rates/Person	\$599.00	\$639.00	\$689.00	\$859.00

Passenger Full Name: _____ (adult signature required below)

Gender: Male Female Birthdate: (Required) _____/_____/_____

Address: _____

City: _____ State: _____ Zip: _____

Home: _____ Cell: _____ Work: _____

Parent Email Address (required): _____

DEPOSIT SCHEDULE

- 1st Payment:** \$150.00 per person due on or before 10/09/15
- 2nd Payment:** \$150.00 per person due on or before 11/13/15
- 3rd Payment:** \$150.00 per person due on or before 01/15/16
- Final Payment:** Due no later than 02/19/16

CANCELLATION POLICY

- From date of deposit to 02/12/16 \$25.00 penalty per seat
 - From 02/13/16 - 03/13/16 \$75.00 penalty per seat
 - From 03/14/16 - 03/28/16 \$150.00 penalty per seat
 - On or after 03/29/16 NO REFUND
- \$20.00 LATE FEE APPLIED TO ALL LATE PAYMENTS**

CASH, CHECK, OR MONEY ORDER

- Make Checks Payable to: Corporate Travel Service (address below)
- Insure proper credit by including traveler's name on the memo line
- \$25 NSF FEE for any returned checks to Corporate Travel
- Online payments only available if initial deposit was made online

Personal checks not accepted after: 02/19/16

CREDIT CARD – full payment only – VISA or MasterCard

Name on Card: _____
 Card Type: Visa MC
 Card #: _____ Security code: _____
 Expiration: _____
Cardholder's Signature: _____

Return this form with deposit to Corporate Travel Service: 23420 Ford Rd. Dearborn Heights, MI 48127, 313.565.8888 ext. 185 or 122

Cancellation Insurance Information: Travel/cancellation insurance is optional, but highly recommended. The cost varies with the price of the trip and age of the traveler. Insurance covers many aspects of travel, including trip cancellation and medical coverage. It must be purchased within 14 days of your trip deposit to get the best coverage. Please call Travel Guard, toll free at 1-877-248-8992 to purchase, or visit www.travelguard.com. Give the operator ID #23611545. Ask for "Cancel For Any Reason" policy.

Release: Corporate Travel Service, Inc., its employees, shareholders, officers and directors (collectively "CTS") does not own or operate any entity which is to or does provide goods or services for your trip, including, for example, lodging facilities, transportation companies, local ground operators, including, without limitation, various entities which may utilize the CTS name, guides, sightseeing companies, entertainment, food or drink service providers, equipment suppliers, etc. As a result, CTS is not responsible for any negligent or willful act or failure to act of any person or entity. In addition, CTS is not responsible for any negligent or willful act or failure to act of any other person or entity it does not own or control. Without limitations CTS is not liable for any direct, indirect, consequential, or incidental damage, injury, death, loss, accident, delay, inconvenience or irregularity of any kind which may be occasioned by reason of any act or omission beyond its control, including, without limitation any willful or negligent act, failure to act, breach of contract or violation of local law or regulation of any third party such as a cruise line, airline, train, hotel, bus, taxi, van, local ground handler or guide, whether or not it uses the CTS name, financial default or insolvency of any supplier which is to, or does supply any goods or services for this trip. Similarly, CTS is not responsible for any loss, injury, death or inconvenience due to delay or changes in schedule, overbooking of accommodation, default of any third party, attacks or bites by animals, insects or pests, injury or death while on activities sponsored by lodging facilities or by other third parties, sickness, the lack of appropriate medical care, evacuation to same, if necessary, weather, strikes, acts of God or government, acts of terrorism, or the threat thereof, force majeure, war, quarantine, epidemics, or the threat thereof, criminal activity, or any other cause beyond its control. Should any named guest speaker, host, artist, or other personality be unable to participate in this event, every

effort will be made to secure a substitute. Regardless of the participation of said personality the tour will proceed as scheduled on the dates listed. By signing this form to participate in this tour, you agree that the terms of the cancellation penalty will be binding upon you regardless of whether any named speaker, host, artist, or other personality is able to participate. Prices based on a minimum number of participants per motor coach. Price subject to change.

Terms and Conditions: Photography: CTS may take photographs or film of its trips and trip participants, and participant grants CTS express permission to do so and for CTS to use such for promotional or commercial use without payment of any fee or royalties. Unused Services: There is no right to a refund for any unused services. Baggage: Baggage is at owner's risk throughout the tour. The right is reserved to alter or cancel the itinerary, at Corporate Travel Service's sole discretion, as it may deem necessary or advisable. Participation: Corporate Travel Service reserves the right to decline to accept or retain any participant on any of its tours if, in its sole discretion, it deems accepting or retaining any such participant as being detrimental to the tour. In the event any participant is removed from a trip, Corporate Travel Service's only obligation is to refund to that person that portion of the payment allocable to unused services. Binding Arbitration: Any controversy or claim arising out of or relating in any way to these Terms and Conditions or any other information relating in any way to the trip, or to the trip itself, shall be settled solely and exclusively by binding arbitration in Dearborn Heights, Michigan, in accordance with the commercial rules of the American Arbitration Association then existent. Substantive (but not procedural) Michigan law shall apply in any such arbitration. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract. Including but not limited to any claim that all or any part of this contract is void or voidable. * Please retain a copy of this form for your personal records*

I have read and accept the conditions regarding payment schedule, cancellation penalties, pricing, Release, terms and conditions, and binding arbitration. Should I wish to purchase optional insurance, I understand that it is my responsibility to contact Travel Guard.

Signature: _____ Date: _____

***Signature required for person listed above. (Parent/Guardian must sign for students)**