

# Group Travel Request Form



Please complete the below as accurately as possible and forward to [uqgroups@fcmtravel.com.au](mailto:uqgroups@fcmtravel.com.au) who will arrange quotes on your behalf.

## Your Details

|              |               |
|--------------|---------------|
| Company      | Name of group |
| Contact name | Position      |
| Telephone no | Email         |

## General Group Information

|                |                |               |               |                   |                   |       |
|----------------|----------------|---------------|---------------|-------------------|-------------------|-------|
| Group Type     | Music          | Language      | Sport         | History           | Cultural          | Other |
| Requirements   | Flights        | Extra Baggage | Accommodation | Tours/Attractions | Airport Transfers | Meals |
| No of Students | No of Teachers |               | Total         |                   |                   |       |

## Destination & Demographic Information

|                |                        |                         |     |    |
|----------------|------------------------|-------------------------|-----|----|
| Departure City | Outbound/Check In Date | Are the dates flexible? | Yes | No |
| Destination/s  | Inbound/Check Out Date |                         |     |    |

## Flights

Do you have a preference of Airlines? (Please list)

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Do you have a preference of departure/arrival times? (Please list)

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## Accommodation

|  |       |                           |        |          |       |
|--|-------|---------------------------|--------|----------|-------|
| Type of Accommodation required                                 | Hotel | Apartment (Self-catering) | Hostel | Homestay | Other |
| Type & numbers of Rooms:<br>(Single, Twin, Triple, Dorms, etc) |       |                           |        |          |       |

## Airport Transfers

|                |                 |        |       |         |        |
|----------------|-----------------|--------|-------|---------|--------|
| Departure City | Charter/Private | Shared | Other | One-way | Return |
| Arrival City   | Charter/Private | Shared | Other | One-way | Return |

## Meals

|              |           |             |       |               |        |
|--------------|-----------|-------------|-------|---------------|--------|
| Requirements | Breakfast | Morning Tea | Lunch | Afternoon Tea | Dinner |
|--------------|-----------|-------------|-------|---------------|--------|

## Touring

Please list any attractions or tours you wish to include in your trip (Or attach any supporting documents)

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## Comments

(Eg. Do you have anyone from the group deviating from the return, Budget pp, etc)

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