



I, _____ HEREBY AUTHORIZE THE TRAVEL MORENA (AFFILIATE OF XSTREAM TRAVEL) TO CHARGE MY:

CREDIT CARD NUMBER

VALID UNTIL

CCV #

[Redacted credit card number, valid until, and CCV fields]

VISA

MC

AMEX

DISCOVER

BILLING ADDRESS

PHONE NUMBER

MONTH / DAY / YEAR

PAYMENT OPTIONS

IN FULL

DEPOSIT

PARTIAL

[Redacted amount to charge field]

AMOUNT TO CHARGE (US \$)

PASSENGER(S) INFORMATION

FIRST NAME

LAST NAME

EMAIL ADDRESS

DATE OF BIRTH

[Redacted passenger information fields for first name, last name, email address, and date of birth]

BED (SUBJECT TO AVAILABILITY)

SINGLE

DOUBLE

TRIPLE
(IF AVAILABLE)

ROOM

SINGLE

DOUBLE

TRIPLE
(IF AVAILABLE)

QUAD
(IF AVAILABLE)

FOOD

NONE
REQUIRED

BREAKFAST
ONLY

ALL-INCLUSIVE
(IF AVAILABLE)

NAME OF TRIP OR OCCASION

TRIP DATE

GROUP TRIP? (YES OR NO)

[Redacted trip information fields]

PLEASE PRINT AND EMAIL THIS FORM ALONG WITH A COPY OF YOUR PASSPORT TO - [THETRAVELMORENA@GMAIL.COM](mailto:thetravelmorena@gmail.com)

*WE HIGHLY RECOMMEND THE PURCHASE OF TRAVEL INSURANCE IN THE EVENT OF UNFORSEEN CIRCUMSTANCES.
 (PLEASE USE BLUE OR BLACK INK TO FILL OUT THIS FORM. THIS FORM MUST BE SIGNED IN ORDER TO PROCESS YOUR REQUEST)

(INITIAL HERE) _____ I HAVE READ AND UNDERSTOOD ALL TERMS AND CONDITIONS INCLUDING THE TERMS OF CANCELLATION POLICIES WHICH CAN BE REVIEWED ON THE FOLLOWING PAGES AND THAT YOU UNDERSTAND THAT TOUR PACKAGES ARE COMPLETELY **NON-REFUNDABLE***. MY PAYMENT AND SIGNATURE CONSTITUTE ACCEPTANCE OF THOSE TERMS.

X

[SIGNATURE REQUIRED]

I CERTIFY THAT I AM THE AUTHORIZED HOLDER AND SIGNER OF THE CREDIT CARD REFERENCED ABOVE.

IF FINAL PAYMENTS ARE NOT RECEIVED BY THE FINAL PAYMENT DUE DATE - BOOKING IS SUBJECT TO CANCELLATION BY THE SUPPLIER.

AUTHORIZATION FORM PROCESSING: Payment may take 3-5 business days to fully process and be reflected on your statement. This charge will be manually applied by the agency to your reservation. There may be card processing fees for some supplier payments. If there are any issues, an agent will get back to you via the email you provided. Please note that you may not see a charge from the travel agency on your credit card statement; in this case the charge will come from our supplier and/or the airline directly. **Payments are non-transferrable and non-refundable unless you purchase our supplier travel insurance.** You certify that you have verified that all information contained in the confirmation you received is accurate. You also certify you have read the Terms & Conditions and the appropriate Travel Protection Plan details. Cancellation penalties may apply. Insurance is not refundable.

PASSPORTS: Everyone, including children and infants, **MUST** have a **VALID** passport to travel internationally (not Passport Card). Failure to comply will result in denial of boarding, no refund, no exceptions (out of the USA). The Travel Morena/Xstream Travel is **NOT** responsible for passports in **ANY** way. Passports are required to be valid for 6 months from your return date. **PASSPORT CARDS ARE NOT VALID FOR TRAVEL INTERNATIONALLY VIA AIR!**

HONEYMOON & ANNIVERSARY TRAVELERS: You **MUST** bring a copy of your marriage certificate to qualify for any complimentary honeymoon/anniversary package (photo copy is recommended). Failure to have such proof of marriage will result in the resort denying these complimentary privileges (if applicable). **PLEASE** notify The Travel Morena/Xstream Travel agent if you are celebrating a Honeymoon or Anniversary so that they can annotate this in your reservation. Typically, resort will honor these packages up to 30 days before or after your honeymoon/anniversary date.

WEDDING TRAVELERS & GROUP BOOKINGS: All bookings arranged for weddings/groups have been discussed with the bride/groom/host prior to locking in any group arrangements. **Please check with the HOST for all details PRIOR to booking your group trip with your deposit.** The Travel Morena/Xstream Travel is **NOT** responsible for guests not being aware of the trip plans and group policies. Your signing of the above agreement/cc authorization form is proof that you fully understand the details of the trip that you signed up for.

TOURS: **ALL tours are completely non-refundable/non-transferable, unless it is covered by your travel protection. All tours are scheduled on the (local) time of the island, state, or country that the tour takes place in. This includes excursions, bus trips, guided tours, and more. In the event that there is an unforeseen nature circumstance, such as severe weather, an alternate plan will be made by the discretion of the tour conductor (no price difference will be provided, and the tour conductor will do his/her best to find an equivalent alternative arrangement). If there is no alternative option available, then refunds will be deemed as valid and the tour conductor will provide clients with a refund schedule. If guests arrive late due to any issues (other than nature deemed) such as traffic transportation issues, etc. then the tour is deemed cancelled and no refunds will be provided. If there is a group and some guests arrive late, it is up to the sole discretion of the group leader to proceed on time or to wait for the guests. If the decision is to wait for the guests, the tour time may be cut short as well as an overtime fee may be charged if the tour agency is asked to stay past their scheduled time. The tour conductor & the travel agent are NOT responsible for any of the agencies/businesses worked with in conjunction with the tour.**

CHANGES TO RESERVATIONS: ANY changes made to your existing room reservation are subject to the current rates, promotions, and terms at the time of change.

FINAL PAYMENT: The final payment MUST be received NO LATER THAN 45 days prior to departure. Final payments are not automatically charged. Please note your calendar of this final payment date as reminders may not be sent, however we try to send reminders about a week before it's due. The Travel Morena/Xstream Travel is not responsible for cancellations due to payments made after this date. Late fees will apply.

CANCELLATION PENALTIES: Pertaining to the room portion of your trip; once your reservation is made a nonrefundable penalty will be assessed up until any additional resort penalties take effect. The aforementioned is per person or entire room canceling (so if 1 person within the room cancels these same rules apply for that person). Regarding Airline tickets: if The Travel Morena/Xstream Travel booked your tickets, they are 100% non-refundable and subject to individual airline penalties/fees (see insurance below).

LATE FEES: Payments not received by or prior to the due date scheduled will incur a \$25 per person late fee. All reservations are subject to cancellation and hotel penalties as described above if final payment is not received on the due date. Late fees are not covered by the travel insurance and are always non-refundable. All the above would be protected with the optional Travel Insurance with the exception of late fees.

If you do not have insurance – natural disasters (such as hurricanes), cancellations for ANY reason (medical/personal emergencies, cancelation of the wedding, etc.) do not relieve you from these penalties. ONLY the Travel Insurance will ensure you coverage. All cancellations must be received in writing.

CANCEL FOR ANY REASON TRAVEL INSURANCE: Cancel for Any Reason Insurance can only be purchased at the time your reservation is made; it cannot be added after the initial trip deposit is received. Cancel for Any Reason Insurance (pricing subject to change at any time with or without notice) is \$64 to \$194 per adult, \$50 per child (2 to 12yrs of age at time of travel). The Travel Morena/Xstream Travel Agent will quote your insurance policy cost upon initial trip quote. Cancel for Any Reason Insurance will allow you to cancel for any reason up to the morning of departure (prior to flight departure) with full refund (minus insurance policy cost), provides up to \$800 per person baggage loss, up to \$100 per person trip delay or interruption (weather & mechanical reasons) & up to \$5k per person medical expenses (secondary policy). Insurance does NOT cover items you purchase outside The Travel Morena/Xstream Travel (i.e. airfare, tours, excursions etc).

Please Note: If you initially reserve a room only package & add airfare to the package through The Travel Morena/Xstream Travel at a later date your cancel for any reason insurance policy cost will be adjusted to accommodate the revised total trip package cost at that time. This plan does not include increased rates associated with a change in the number of individuals occupying a room. If the number of individual occupying a room changes, the remaining travelers will be responsible for any additional costs incurred as a result of the change in the per-person occupancy rate.

TRAVELING WITH CHILDREN: Children under 18 years of age not traveling with both parents or legal guardian(s) may need to present a notarized letter from the absent parent/guardian granting permission to travel outside the United States and provide emergency medical care if necessary.

Please refer to this website for more information and sample letters:

<http://www.globetrektravel.com/minortravelforms.pdf>. The Travel Morena/Xstream Travel is not

responsible for lack of compliance to provide proper documentation to airport authorities. It is the responsibility of the traveler & the traveler's parents/guardians to provide proper documentation to airport authorities.

TRAVEL DOCUMENTS: Travel documents will be sent to you no later than ten (10) days prior to departure date. Please read through these documents immediately; misprints, misspellings, incorrect dates etc. are not the responsibility of The Travel Morena/Xstream Travel. Included in your travel documents (if airfare is purchased through The Travel Morena/Xstream Travel) are airline electronic ticket receipts (proof of purchase, not boarding passes or actual tickets). Boarding passes are printed at the time of check in; online with the airline directly, or at the airport when showing passport & checking in luggage. It is very important that you take your travel documents with you in addition to passports and a major credit card for any baggage fees that may apply.

BAGGAGE FEES: Due to continual changes in airline baggage policies it is suggested that you inquire with your airline's website for up-to-date fees & information. The Travel Morena/Xstream Travel is NOT responsible for additional fees incurred for baggage or seating. **BAGGAGE FEES ARE NOT PART OF AN ALL-INCLUSIVE PACKAGE!** Please review "Updated Checked Bag and Carryon Bag Rules" at www.TSA.gov.

AIRLINE SCHEDULE CHANGES & CANCELLATIONS: Occasionally airlines change flight schedules, & may even cancel flights entirely. These changes are beyond The Travel Morena/Xstream Travel's control. In the event that such a situation occurs; The Travel Morena/Xstream Travel will do it's very best to assist you with finding best possible alternate option(s). If the flight time change is minor (2 hours or less) the airline will automatically make the change (airline policies/rules entitle them to legally do so). The Travel Morena/Xstream Travel will notify you of major changes. Please Note: there may be additional costs to re-book a new flight should the airline cancel or make a major change to your original flight itinerary. The Travel Morena/Xstream Travel is NOT responsible for any additional costs or fees imposed by the airlines. It is the responsibility of the passenger to check for last minute airline flight time changes within 24 hours of departure. Xstream Travel is not responsible for changes that may occur within 24 hours of original flight departure time.

RE-CONFIRM YOUR FLIGHTS: The Travel Morena/Xstream Travel advises you personally re-confirm your flight schedule within 24 hours prior to departure directly with the airline in case of any last minute changes or delays. Most airlines allow you to check in online 24 hours prior to departure using the "Record Locator" (found in you're the Travel Morena/Xstream Travel documents)

AIRLINE CHECK IN: Please check in with your airline at the airport no later than two (2) hours prior to scheduled flight departure time.

RESORT CHECK IN: Check-in time at most resorts is 3:00pm (local time). If you arrive prior to 3:00pm your room may not be ready. The resort will store your luggage in a secure location on property so you may start enjoying your vacation without delay. Change into something more comfortable and enjoy a nice lunch, swim in the pool, walk along the beach, etc. until you are notified that your room accommodation is ready for check in.

DRESS CODE: ** MEN ** - Please be advised that some resort restaurants may require long pants, collared shirt, & Closed-toe shoes. Please pack accordingly.

Thank you for your business!