



TOUR CONSULTANTS

Jeff Bennett - Owner: 231-838-1925
Linda Perin - Business Mgr: 269-953-8101
Fax: 269-953-1082

jeff@bennett-travel.com
linda@bennett-travel.com
www.bennett-travel.com

TRIP DOCUMENTS PACKAGE

OWOSSO HIGH SCHOOL BANDS
Jillian Kowalczyk/Jordan Sterk/Michael Tolrud – Directors
DISNEY WORLD/UNIVERSAL STUDIOS
Orlando, FL
MARCH 17 - 22, 2022

Please provide this Package & the Student Deluxe CFAR Travel Protection Plan to all participants



TOUR CONSULTANTS

Jeff Bennett – Owner: 231-838-1925
Linda Perin - Business Mgr: 269-953-8101
Fax: 269-953-1082

jeff@bennett-travel.com
linda@bennett-travel.com
www.bennett-travel.com

ITINERARY

[prepared 3/10/21]

OWOSSO HIGH SCHOOL BANDS

Jillian Kowalczyk/Jordan Sterk/Michael Tolrud – Directors

DISNEY WORLD/UNIVERSAL STUDIOS

Orlando, FL

MARCH 17-22, 2022

(6 days/3 hotel nights/3 motor coaches)

[3 DAY DISNEY STARTER PASS/1 DAY UNIVERSAL P2P]

THURSDAY, MARCH 17, 2022

7:30 AM Bus arrives and group will meet for roll check and packing motor coaches. Meet your full time **TOUR DIRECTOR(S)**, who will travel with you from beginning of trip until you return.

Note: Tour Director will need the two front seats behind the bus driver on Bus 1

Note: Directors to have a loading crew established for loading instruments on motor coaches

IMPORTANT: Please load all instruments/uniforms on buses 1& 2. These two buses will be transporting both bands to their workshops on Saturday. Tubas/Percussion on trailer.

School Address: *Owosso High School, 765 E. North St., Owosso, MI*

Bus Drivers:

Be sure to take the east drive into the main parking lot, go to the end of the lot and veer left to the drop off area directly in front of the High School

Motor Coach Company: *TBD*

****VERY IMPORTANT: BUS BAYS WILL NOT BE ACCESSIBLE UNTIL HOTEL CHECK IN****

8:30 AM ETD from Owosso High School to Orlando, Florida with food/rest stops en route.

Note to Drivers: M-52 S to I-69 W to I-69 S

Recommended route: M-52 S to I-69 W to I-69 S to I-465 E to I-65 S to I-24 S to I-75 S to 27 Turnpike to 429 to Disney

1:00 PM ETA for **LUNCH on OWN at CASTLETON SQUARE MALL**

Note to Drivers: TD will have a map to get you to Dick's Sporting Goods at Castleton Square Mall

- 2:00 PM ETD for **FLORIDA**
- 5:30 PM ETA for **DINNER at GOLDEN CORRAL (provided)** [this is 6:30 pm EST]
CST [Note to TD – This has been paid in full (including the tip) to corporate hdqtrrs]
- 6:30 PM ETD for **FLORIDA**

FRIDAY, MARCH 18, 2022

- 8:00 AM ETA for **BUFFET BREAKFAST at GOLDEN CORRAL (provided)**
EST [Note to TD – This has been paid in full (including the tip) to corporate hdqtrrs]
- 9:00 AM ETD for **ST. PETE’S BEACH** for time on the **OCEAN – GULF SIDE**
- 10:00 AM ETA at **FORT DE SOTO COUNTY PARK BEACH** on the **GULF OF MEXICO**
Note: TD to pay \$5 per bus entry fee
- 12:30 PM ETD for **DISNEY WORLD, ORLANDO, FL**
- 2:30 PM ETA at **EPCOT**
[\$30 DISNEY DINING CARD for MEALS]
- 9:00 PM *IllumiNations: Reflections of Earth – Music, Lights & Fireworks Show*
- 10:00 PM ETD for **HOTEL & CHECK IN**
 (curfew to be announced)
[Security will be provided for your group each night]

SATURDAY, MARCH 19, 2022

- 7:30 AM **BUFFET BREAKFAST at HOTEL (provided)**
[\$30 DISNEY DINING CARD for MEALS]
IMPORTANT: ALL INSTRUMENTS MUST BE ON BUSES 1 & 2

BAND #1 SCHEDULE:

- TBD AM **BUS PICKS UP BAND #1 (Concert Band) for WORKSHOP**
 TBD AM **WORKSHOP ENDS and DEPART to PARK OF CHOICE**

BAND #2 SCHEDULE:

- TBD AM **BUS PICK UP BAND #2 (Symphony Band) for WORKSHOP**
 TBD PM **WORKSHOP ENDS and DEPART back to PARK OF CHOICE**

ALL

- 8:30 PM *Music & Lights Show*
- 9:30 PM ETD for **HOTEL**

SUNDAY, MARCH 20, 2022

7:00 AM **BUFFET BREAKFAST at HOTEL (provided)**
[\$30 DISNEY DINING CARD for MEALS]

IMPORTANT: ALL INSTRUMENTS/UNIFORMS MUST BE ON BUSES 1 & 2

8:00 AM ETD for **MAGIC KINGDOM**

TBD PM **BUSES 1 & 2 to arrive BACKSTAGE with UNIFORMS & INSTRUMENTS**
(Note to driver & director: TD will be with the truck driver & buses.
Band will meet in the Magic Kingdom at the GOLDEN OAK OUTPOST in
FRONTIER LAND)

TBD PM **ETA at the BACKSTAGE Staging Area which is in FRONTIER LAND**
We will meet in front of GOLDEN OAK OUTPOST, then proceed to the
backstage area AS A FULL GROUP.
MAGIC KINGDOM MARCH on “MAIN STREET USA”
(Note: You may change in the BACKSTAGE Changing Area before and after
your performance. You may also have your tickets scanned here if needed.)
[Note: Only the band truck, students, director and tour directors allowed backstage]
[Note: Do not leave clothes in changing area]

TBD PM **MARCHING BAND PARADE PERFORMANCE**

TBD PM **Finish PARADE, change clothes, instruments on bus and enjoy the remainder of**
your time in the MAGIC KINGDOM

9:15 PM ***HAPPILY EVERY AFTER! – Fireworks and Music Presentation***

10:15 PM ETD for **HOTEL**

MONDAY, MARCH 21, 2022

7:30 AM **BUFFET BREAKFAST at HOTEL (provided) and CHECK OUT**
[\$30 UNIVERSAL GIFT CARD for MEALS]

8:30 AM ETD for **UNIVERSAL STUDIOS – Home of HARRY POTTER – TWO PARKS!**

9:00 PM ETD for **MICHIGAN**
(\$20 CASH BACK for MEALS en ROUTE)
Recommended route: Turnpike to 429 to I-75 N to US-23 N to I-75 N to M-21 W to Owosso

TUESDAY, MARCH 22, 2022

8:30 PM **ETA at OWOSSO HIGH SCHOOL**



TOUR CONSULTANTS

Jeff Bennett - Owner: 231-838-1925
Linda Perin - Business Mgr: 269-953-8101
Fax: 269-953-1082

jeff@bennett-travel.com
linda@bennett-travel.com
www.bennett-travel.com

COST ADDENDUM

[prepared 3/10/21]

OWOSSO HIGH SCHOOL BANDS

Jillian Kowalczyk/Jordan Sterk/Michael Tolrud – Directors

DISNEY WORLD/UNIVERSAL STUDIOS

Orlando, FL

MARCH 17-22, 2022

(6 days/3 hotel nights/3 motor coaches)

[3 DAY DISNEY STARTER PASS/1 DAY UNIVERSAL P2P]

PROJECTED

PRICE:

**\$1290 per person based on 160-164 participants – Quint Occ.-Students
(\$675.00 per chaperone – Total of 12 – Double Occ.)**

\$1314 per person based on 160-164 participants – Quad Occ.-Students

\$1344 per person based on 160-164 participants – Triple Occ.-Students

\$1434 per person based on 160-164 participants – Double Occ.-Adults

\$1674 per person based on 160-164 participants – Single Occ.-Adults

THREE COMPLIMENTARY TRIPS BASED ON 160-164 PARTICIPANTS

TWELVE HALF COMPLIMENTARY TRIPS BASED ON 160-164 PARTICIPANTS

PRICE ADJUSTMENT BASED ON NUMBER OF PARTICIPANTS:

155-159 Participants - \$1334-Quint/\$1358-Quad/\$1388-Triple/\$1478-Double/\$1788-Single

150-154 Participants - \$1380-Quint/\$1404-Quad/\$1434-Triple/\$1524-Double/\$1764-Single

145-149 Participants - \$1428-Quint/\$1452-Quad/\$1482-Triple/\$1572-Double/\$1812-Single

140-144 Participants - \$1478-Quint/\$1502-Quad/\$1532-Triple/\$1622-Double/\$1862-Single

135-139 Participants - \$1530-Quint/\$1554-Quad/\$1584-Triple/\$1674-Double/\$1914-Single

130-134 Participants - \$1584-Quint/\$1608-Quad/\$1638-Triple/\$1728-Double/\$1968-Single

Note: If the number of participants drops below 130, the trip price will be recalculated.

Note: Empty bus seats are covered in these prices.

**THREE DELUXE MOTOR COACH(S) for round trip from OWOSSO HS to ORLANDO, FL
plus ground transportation to and from events.**

Coaches are equipped with DVD, WI-FI, CHARGING PORTS

FIRST CLASS HOTEL ACCOMMODATIONS PROVIDED for THREE NIGHTS

SECURITY WILL BE PROVIDED FOR GROUP AT HOTEL EACH NIGHT

MEALS PROVIDED:

3/17/22	DINNER at GOLDEN CORRAL en ROUTE
3/18/22	BREAKFAST at GOLDEN CORRAL en ROUTE
3/18/22	\$30 DISNEY DINING CARD for MEALS
3/19/22	BUFFET BREAKFAST at HOTEL
3/19/22	\$30 DISNEY DINING CARD for MEALS
3/20/22	BUFFET BREAKFAST at HOTEL
3/20/22	\$30 DISNEY DINING CARD for MEALS
3/21/22	BUFFET BREAKFAST at HOTEL
3/21/22	\$30 UNIVERSAL GIFT CARD for MEALS
3/22/22	\$20 CASH BACK for MEALS en ROUTE

ADMISSION TO THE FOLLOWING ACTIVITIES:

- FORT DE SOTO COUNTY PARK BEACH on the GULF OF MEXICO
- 3-DAY DISNEY STARTER PASS
- MARCHING BAND PERFORMANCE (Magic Kingdom preferred)
- DISNEY YOU'RE INSTRUMENTAL WORKSHOP FOR BANDS #1 & #2
- 1-DAY UNIVERSAL PARK-TO-PARK PASS

Note: Bennett Travel will take care of the Disney Application. Please send us a YouTube link of performances by MARCH 10, 2021

ADDITIONAL SERVICES INCLUDE:

- Full time (24/7) Tour Director who will travel with your group. They are all retired band, orchestra and choir directors of extremely successful programs – very detailed and know all our travel destinations extremely well
- Preferred Tour Operator Pricing
- Member of SYTA (Student & Youth Travel Association)
This is an association that serves and protects all groups traveling with us in addition to providing major discounts for many venues. Members must adhere to very rigorous standards.
- \$6,000,000.00 Liability Insurance
- Only contracting with Michigan based motor coaches when possible
- Bus Driver tips
- Private Night Time Security Guards dedicated to your group
- String Back Packs, Luggage Tags and Lanyards provided
- A Travel Protection Plan including Cancel for Any Reason (CFAR) is available
- Free Clinic available for HS Ensembles by Bennett Travel
- Trip meeting with all participants prior to departure
- Additional meetings with director/boosters as needed
- Further changes to itinerary will be made if requested or needed

***BENNETT TRAVEL CANNOT BE RESPONSIBLE FOR INCLEMENT WEATHER DELAYS OR CANCELLATIONS
BENNETT TRAVEL WILL NOT BE RESPONSIBLE FOR STUDENTS IN POOL AREA OR BEACH AREA***

PAYMENT SCHEDULE FOR THIS TRIP - 2022: OWOSSO HIGH SCHOOL BAND TO FLORIDA

(Note: Instructions will be provided for Online Payments)

STUDENT Payment/Amount Due Dates - \$1290 Total based on 160-164 QUINT Occupancy

Payment 1: \$215 – Due AUGUST 17, 2021
Payment 2: \$215 – Due SEPTEMBER 17, 2021
Payment 3: \$215 – Due OCTOBER 17, 2021
Payment 4: \$215 – Due NOVEMBER 17, 2021
Payment 5: \$215 – Due DECEMBER 17, 2021
Payment 6: \$215 – Due JANUARY 17, 2022

[Note: The final payment may be adjusted due to enrollment numbers and room configurations]

STUDENT Payment/Amount Due Dates - \$1314 Total based on 160-164 QUAD Occupancy

Payment 1: \$215 – Due AUGUST 17, 2021
Payment 2: \$215 – Due SEPTEMBER 17, 2021
Payment 3: \$215 – Due OCTOBER 17, 2021
Payment 4: \$215 – Due NOVEMBER 17, 2021
Payment 5: \$215 – Due DECEMBER 17, 2021
Payment 6: \$239 – Due JANUARY 17, 2022

[Note: The final payment may be adjusted due to enrollment numbers and room configurations]

STUDENT Payment/Amount Due Dates - \$1344 Total based on 160-164 TRIPLE Occupancy

Payment 1: \$215 – Due AUGUST 17, 2021
Payment 2: \$215 – Due SEPTEMBER 17, 2021
Payment 3: \$215 – Due OCTOBER 17, 2021
Payment 4: \$215 – Due NOVEMBER 17, 2021
Payment 5: \$215 – Due DECEMBER 17, 2021
Payment 6: \$269 – Due JANUARY 17, 2022

[Note: The final payment may be adjusted due to enrollment numbers and room configurations]

CHAPERONES Payment/Amount Due Dates - \$675 Total based on 160-164 DOUBLE Occupancy

Payment 1: \$108 – Due AUGUST 17, 2021
Payment 2: \$108 – Due SEPTEMBER 17, 2021
Payment 3: \$108 – Due OCTOBER 17, 2021
Payment 4: \$108 – Due NOVEMBER 17, 2021
Payment 5: \$108 – Due DECEMBER 17, 2021
Payment 6: \$105 – Due JANUARY 17, 2022

[Note: The final payment may be adjusted due to enrollment numbers and room configurations]

EXTRA ADULTS Payment/Amount Due Dates - \$1434 Total based on 160-164 DOUBLE Occupancy

Payment 1: \$239 – Due AUGUST 17, 2021
Payment 2: \$239 – Due SEPTEMBER 17, 2021
Payment 3: \$239 – Due OCTOBER 17, 2021
Payment 4: \$239 – Due NOVEMBER 17, 2021
Payment 5: \$239 – Due DECEMBER 17, 2021
Payment 6: \$239 – Due JANUARY 17, 2022

[Note: The final payment may be adjusted due to enrollment numbers and room configurations]

ADULT Payment/Amount Due Dates - \$1674 Total based on 160-164 SINGLE Occupancy

Payment 1: \$239 – Due AUGUST 17, 2021
Payment 2: \$239 – Due SEPTEMBER 17, 2021
Payment 3: \$239 – Due OCTOBER 17, 2021
Payment 4: \$239 – Due NOVEMBER 17, 2021
Payment 5: \$239 – Due DECEMBER 17, 2021
Payment 6: \$480 – Due JANUARY 17, 2022

[Note: The final payment may be adjusted due to enrollment numbers and room configurations]

IMPORTANT ROOM LIST DEADLINE: DECEMBER 17, 2021

FINAL PAYMENT DEADLINE: JANUARY 17, 2022

School/Boosters may send fund-raising checks to:

Bennett Travel

861 Arthur Ct

Hastings, MI 49058

STRONGLY RECOMMENDED:

**Travel Protection Plan including Cancel for Any Reason (CFAR) is available
by TRAVEL INSURED INTERNATIONAL, LLC**

Current published price: \$61.50-\$81.00

Note: Bennett Travel will provide your director the web link dedicated to your school

Please feel free to navigate through our web site to learn more about Bennett Travel, LLC

'Thank you for the opportunity to serve you'



SAFETY & SECURITY

The safety of every participant traveling with Bennett Travel is our utmost priority

LIABILITY INSURANCE

Bennett Travel maintains general and professional liability insurance coverage at \$6,000,000.

DISINFECTANT & CLEANLINESS PROTOCOLS

Our partner motor coach companies, hotels, and venues have put in place new cleaning and disinfecting protocols to assist in a safe travel experience.

TRAVEL HEALTHCARE ASSISTANCE

Should medical assistance be needed while on tour, Bennett Travel has procedures that allow for a quick medical response. Our Tour Directors have access to the nearest medical treatment facility and will assist in securing transportation if needed.

EMERGENCY PLAN 24/7

In collaboration with local authorities and the US Department of Homeland Security, we follow their guidelines and alerts. Should you need to contact Bennett Travel after hours, please call our emergency line at 231-838-1925. Since your Tour Director will be traveling with you throughout the entire trip, they have been instructed on how to handle any given situation. All of our Tour Directors are former band, orchestra and choir directors of very successful programs, thus, giving them an advantage of working with unexpected situations.

MOTOR COACH COMPANY

Motor coach companies that are selected by Bennett Travel have gone through an extensive evaluation to insure the best company, coaches, and drivers. Bennett Travel individually selects most drivers.

VENDOR EVALUATIONS

All of our vendors such as hotels, restaurants and attractions receive an annual evaluation by Bennett Travel.

TRIP INTERRUPTION

If there is a travel delay requiring overnight accommodations and meals, Bennett Travel will make the necessary arrangements. Depending on the circumstances, the group may or may not be responsible for the additional costs involved.

PROFESSIONAL TRAVEL & TOURISM MEMBERSHIPS

Bennett Travel maintains membership in the Student & Youth Travel Association, the National Tour Association, and the American Bus Association.

NIGHTTIME SECURITY

Bennett Travel provides nighttime security guard(s) dedicated to your group.



BENNETT TRAVEL TERMS of SERVICE

- Bennett Travel will create a custom itinerary and payment schedule and handle all the necessary reservations, deposits, and payments to vendors and suppliers for your group. Bennett Travel will provide updates to the itinerary as needed until the final itinerary is confirmed.
- When a group is flying, it will be necessary for Bennett Travel to disclose some of your personal information with the airlines.
- The Group Leader will provide each trip participant with a copy of the Trip Documents Package.
- The final group count will be based on the Hotel Room List for overnight trips or the Final Participation List for one-day trips. The Group Leader will provide this list and send to Bennett Travel at least **TWO WEEKS** before the **Final Payment Date**. If the participation count changes from the original quote, the cost of the trip may be recalculated.
- **A Travel Protection Plan, including CFAR coverage (Cancel for Any Reason)**, for individual participants is available for purchase from Travel Insured International, LLC. For all trips, Bennett Travel will create a unique Group Account with Travel Insured International and send the Group Leader an informational email with the link for your group. The Group Leader will provide this link to all trip participants so they will have the ability to purchase trip insurance at the Group rate. Travel Insured International, LLC is not affiliated with Bennett Travel, LLC. Travel protection is not required to participate in the trip, however Bennett Travel strongly recommends this additional security.

ADDITIONAL TERMS of SERVICE FOR ON-LINE PAYMENTS ONLY

- When a Group Leader selects online payments; all participants within the group will create an online account portal through which all credit card payments will be processed. Instructions will be provided for creating your online account. We accept VISA, MASTER CARD, DISCOVER & AMERICAN EXPRESS. Bennett Travel cannot accept credit card payments over the phone and cannot accept mail-in payments from individual trip participants.
- Upcoming and missed payment reminders will be sent once for each payment due date. Your credit card will not be automatically charged for each payment. You must log into your online account and submit the payment by the due date as determined in the Payment Schedule. Failure to pay the Account Balance Due by the Final Payment Date may constitute voluntary cancellation from participation in the trip. The Payment Schedule is available from your Group Leader and is also included in your online account portal.
- The Trip Documents Package will also be available to view and download by participants once their online account portal is created.
- If your group has fund raising or other monies available through the School or Boosters Organization that will be used to assist participants in paying for the trip, the Group Leader will send an authorized check and participant list to Bennett Travel. The funds will be added to each designated participant.

FOOD SENSITIVITY POLICY

Bennett Travel is happy that you are joining your school's upcoming trip. We believe that food is an important part of every trip and that parents and students know best how to meet their dietary needs during the trip.

When your trip includes a meal at a hotel or dining establishment, there will generally be options available for participants who need vegetarian, gluten free, or dairy-free food. It is the responsibility of the participant to notify the Group Leader of any special dietary needs. The Group Leader needs to send this list to Bennett Travel at least 90 days in advance of the trip. If we are unable to meet your dietary needs, please bring your own food (in a cooler if needed) to ensure your safety and satisfaction.



PAYMENT PROTECTION PLAN

Vendors and Suppliers have changed their Cancellation and Refund Policies due to the impact of the COVID-19 pandemic. Bennett Travel makes it easy for your school or group to have the added payment protection at affordable Group Rates through Travel Insured International, LLC. The ***Student Deluxe with CFAR Protection Plan*** provides numerous benefits including **Cancel For Any Reason (CFAR)** payment protection. Trip participants who would like to enjoy the added security of a Travel Protection Plan need to follow the instructions below and purchase their plan **at the time the first payment is due for the trip.**

HOW TO SIGN UP FOR OWOSSO HS BANDS:

Please copy and paste the link below to your search bar to sign up for the Student Deluxe with CFAR Protection Plan. Please read and download all plan documents. It is necessary to bring a copy of the completed policy with you on your trip:

Although there is an application form on the separate Student Deluxe with CFAR Group Travel Protection Plan document please do not use that form. Please copy and paste the link provided below to your search bar to register on-line:

<https://www.travelinsured.com/group.signup?group=131171&guid=2b70f8c043284c3eba857ff50afe3199>

* If a trip participant would like to purchase a Travel Protection Plan **without CFAR** please contact Bennett Travel and a separate link for that plan will be provided.

CANCELLATION and REFUND POLICY

All payments from participants are subject to this cancellation and refund policy. If a Group determines that the entire trip must be canceled, **written notification must be sent by e-mail to finance@bennett-travel.com** with the reason for cancellation. Cancellation by the Group Leader will be deemed effective when verified by Bennett Travel with a confirmation response to the client.

We strongly urge all trip participants to purchase the **Student Deluxe with CFAR Travel Protection Plan** offered to your group. Please contact your Group Leader for the Travel Protection Plan information and registration link specific to your group.

If the Group Leader cancels the entire trip 91 days or more before the departure date, the following **Refund Policy** will apply if written notice is received and confirmed by Bennett Travel as noted in the first paragraph above. A 100% refund of payments received by Bennett Travel as of the verified cancellation date will be made, less any non-refundable pre-payments made to vendors and suppliers. Any charges or cancellation fees assessed by vendors and suppliers in accordance with their policies will be deducted from the available refund.

If the Group Leader cancels the entire trip 90 days or less before the departure date, the following **Refund Policy** will apply if written notice is received and confirmed by Bennett Travel as noted in the first paragraph above. As we get closer to the trip departure date, the non-refundable pre-payments paid by Bennett Travel to vendors and suppliers will continue to increase, however, Bennett Travel will make every effort to maximize all available vendor and supplier refunds. Bennett Travel will pass on to the Group 100% of all available vendor and supplier refunds, less a 5% cancellation fee. Any charges or cancellation fees assessed by vendors and suppliers in accordance with their policies will be deducted from the available refund.

Individual Participation Cancellation

If a Group has selected the Individual Payment System (IPS) and individual trip participants chose to cancel their participation in the trip for any reason, both Bennett Travel and the Group Leader **must be notified in writing**. E-mail finance@bennett-travel.com and the Group Leader and state the reason for cancellation. Bennett Travel cannot remove an on-line participant from a trip without the written consent of the Group Leader. The same Refund Policy as noted above for Groups will apply to an individual cancellation. Failure to pay the Account Balance Due by the Final Payment Date may constitute voluntary cancellation from participation in the trip with forfeiture of all prior payments. See the Travel Protection information provided by your Group Leader regarding **Cancel For Any Reason (CFAR) Travel Protection**.



INDIVIDUAL PAYMENT SYSTEM (IPS) INSTRUCTIONS

Please read thoroughly!

Questions or Concerns - contact Linda Perin, Bennett Travel Business Manager

Email: linda@bennett-travel.com

Phone: 269-953-8101

- 1. ONLY A PARENT/GUARDIAN** can sign up their child/student **using their email address.**
- 2. STUDENTS** are not allowed to sign up themselves.

IMPORTANT: Please make sure your web browser is updated. Older versions of Internet Explorer will not work. You may need to clear the cache, refresh your browser and restart the process if you experience any difficulties or receive an error message. Some work environments prohibit employees to do personal online work or have a firewall that will block access to our payment portal site.

TO THE GROUP LEADER: You have been added as an administrator in order to view who has signed up and monitor payments. However, you need to create an online account to gain access and also enroll in the trip. Please use your School/Organization email address you provided in the Tour Contract to create your online account. You will have your personal Online Payment Dashboard and a separate School Admin Dashboard.

STEPS TO CREATE AN ONLINE ACCOUNT

1. Go to: www.bennett-travel.com
2. Select 'Online Payment' (top right of home page)
3. At next screen, click on **Please make your online payments here**
4. Fill out: **First time visitors, register here.**
The email address you use will be the log-in user name for the account. Please no student/child email addresses are to be used. Be sure to remember the password you create for your account. Then click on "**Create Account**". The Trip ID is found in Step 5 on page 2 of these Instructions.

If you have previously participated in an online trip you will need to use the '**Already have an account?**' option. Use the email address previously used to create your online account to log in. If needed, click on 'Forgot Password?' and a password-reset link will be sent to the email address previously used to create your account. You may need to check your Spam email if you do not immediately see this email in your In Box.

Note: Multiple payor families for a particular participant should share the same account. Whoever sets up the account must share the account log-in and password that you created. All payment & personal information is confidential for each payor – it simply displays how much was paid for the individual trip participant. Please do not create separate accounts for the same trip participant for different payers.

5. For **OWOSSO HS BAND** the TRIP ID & PASSWORD is:

TRIP ID: OWOSSOHSBANDS-FLA2022

PASSWORD: qDsg2tp8

Note: Trip ID is ALL CAPS, NO SPACES. Password is case sensitive.
Click 'Submit' and you will be taken to the account/payment page.

6. Click on '**Add New Traveler**'
Enter the traveler's name and select the button to indicate student or adult. If your group is flying to your destination you must complete the fields for Middle Name and Date of Birth as this information is required by all airlines. Be sure to click the '**Create Traveler**' button when you finish entering the information for each traveler. You may add up to 6 travelers. When a traveler is added to your account the Payment Schedule will display the cost of the trip and the payment due dates.

If desired, below the 'Add Traveler' section is a link to '**Request Room Upgrade**'. Please refer to the Cost Addendum provided for your trip for the additional costs associated with a hotel room upgrade.
7. Scroll to the upper right corner of the screen for the '**Make A Payment**' button. Complete all information on the next screen and click the '**Pay**' button at the bottom. A receipt will be emailed to you. **Note:** You will need to log into your account each time a payment is due to submit payment. Your credit card is not automatically charged. **All payments from clients are subject to the Bennett Travel Cancellation and Refund Policy that is available to you under Trip Documents.**
8. There is a section for Bennett Travel to post informational messages to your account.
9. Under **Trip Documents** all trip related documentation is available to view or download. Any updated Itineraries or Cost Addendums will be posted to this area for your use.
10. Be sure to log out of your account portal when finished.

If you have any questions please contact Linda Perin, the Bennett Travel Business Manager, at (269) 953-8101 or linda@bennett-travel.com. Please be sure to include your name, the name of your group, and your phone number in your message.